



HQ: Washington, DC

Naval Facilities Engineering Systems Command

EEO Program Status Report

FY 2020

EEO Program Status Report

FY 2020

Part A – D

EEOC FORM 715-01 PART A - D		U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT			
For period covering 1 Oct 2019 thru 30 Sep 2020 NV25 – NAVFAC – MD715 – FY20– Part A-D – EEO Program Status Report					
PART A Department or Agency Identifying Information	1. Agency		1. Department of the Navy		
	1.a. 2 nd level reporting component		Naval Facilities Engineering Systems Command		
	1.b. 3 rd level reporting component				
	1.c. 4 th level reporting component				
	2. Address		2. 1322 Patterson Avenue, SE, Suite 1000		
	3. City, State, Zip Code		3. Washington Navy Yard, DC 20374		
	4. CPDF Code	5. FIPS code(s)	4. NV	5. 25	
PART B Total Employment	1. Enter total number of permanent full-time and part-time employees			1. 17,163	
	2. Enter total number of temporary employees			2. 216	
	3. Enter total number employees paid from non-appropriated funds			3. 17,379	

PART C Agency Official(s) Responsible For Oversight of EEO Program(s)	1. Head of Agency Official Title	1. John W. Korka, Rear Admiral, CEC, U.S. Navy Commander, NAVFAC		
	2. EEO Director	2. Karen B. Saunders, EEO Director, 0260, GS-14		
	3. EEO Director/Official Title/series/grade	3. Karen B. Saunders, EEO Director, 0260, GS-14		
	4. Title VII Affirmative EEO Program Official	4. Recardo Alexander, HQ EEO Manager, 0260, GS-13		
	5. Section 501 Affirmative Action Program Official	5. Recardo Alexander, HQ EEO Manager, 0260, GS-13		
	6. Complaint Processing Program Manager	6. John T. Gant, III, HQ EEO Manager, 0260, GS-13 (Incumbent)		
	7. Other Responsible EEO Staff	Angela Sikora; HQ EEO Specialist Intern Andrew Hawkins Jr; HQ EEO Specialist Intern 		
PART D List of Subordinate Components Covered in This Report	Subordinate Component and Location (City/State) (Note: There are a total of 33 UICs covered within this MD-715 Report)		CPDF and FIPS codes	
	Naval Facilities Engineering Systems Command Atlantic, Norfolk, VA		NV	25
	Naval Facilities Engineering Systems Command Pacific, Pearl Harbor, HI		NV	25

	Naval Facilities Expeditionary Warfare Center , Port Hueneme, CA	NV	25
	Naval Crane Center, Norfolk, VA	NV	25
	Naval Facilities Engineering Systems Command Europe, Africa, Asia, Naples, Italy	NV	25
	Naval Facilities Engineering Systems Command Mid-Atlantic, Norfolk, VA.	NV	25
	Naval Facilities Engineering Systems Command Washington, Washington, DC.	NV	25
	Naval Facilities Engineering Systems Command Northwest, Silverdale, WA.	NV	25
	Naval Facilities Engineering Systems Command Southeast, Jacksonville, FL.	NV	25
	Naval Facilities Engineering Systems Command Southwest, San Diego, CA.	NV	25
	Naval Facilities Engineering Systems Command Hawaii, Pearl Harbor, HI.	NV	25
	Naval Facilities Engineering Systems Command Marianas, Agana, Guam	NV	25
	Naval Facilities Engineering Systems Command Far East, Japan, Honshu, Yokosuka	NV	25
	Naval Facilities Institute, Port Hueneme, CA.	NV	25

EEOC FORMS and Documents Included With This Report: <i>The un-marked items are not required at this time and will be submitted with the completed report.</i>			
*Executive Summary [FORM 715-01 PART E], that includes:	X	*Optional Annual Self-Assessment Checklist Against Essential Elements [FORM 715-01PART G]	X
Brief paragraph describing the agency's mission and mission-related functions	X	*EEO Plan To Attain the Essential Elements of a Model EEO Program [FORM 715-01PART H] for each programmatic essential element requiring improvement	X
Summary of results of agency's annual self-assessment against MD-715 "Essential Elements"	X	*EEO Plan To Eliminate Identified Barrier [FORM 715-01 PART I] for each identified barrier	X
Summary of Analysis of Work Force Profiles including net change analysis and comparison to NCLF	X	*Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities for agencies with 1,000 or more employees [FORM 715-01 PART J]	X
Summary of EEO Plan objectives planned to eliminate identified barriers or correct program deficiencies	X	*Copy of Workforce Data Tables as necessary to support Executive Summary and/or EEO Plans	X
Summary of EEO Plan action items implemented or accomplished	X	*Copy of data from 462 Report as necessary to support action items related to Complaint Processing Program deficiencies, ADR effectiveness, or other compliance issues	X
*Statement of Establishment of Continuing Equal Employment Opportunity Programs [FORM 715-01 PART F]	X	*Copy of Facility Accessibility Survey results as necessary to support EEO Action Plan for building renovation projects	

*Copies of relevant EEO Policy Statement(s) and/or excerpts from revisions made to EEO Policy Statements	X	*Organizational Chart	X
--	---	-----------------------	---



Rear Admiral John Korka, CEC, USN
Commander, Naval Facilities Engineering Systems Command,
Chief of Civil Engineers

The Command EEO Program Annual Status Report is the most comprehensive and objective tool for measuring our progress and efforts towards establishing and maintaining a Model EEO Program throughout the NAVFAC enterprise. Your DEEOOs are aware of this and working hard on the submission requirements and milestones for the various parts of the report. They are also actively engaged with the NAVFAC EEO Director, Ms. Karen Saunders, and the NAVFAC Affirmative Employment Program Manager, Recardo Alexander, to prepare for this report.

Please ensure you review and understand the information and analysis of your submission. Each one of us is responsible for developing, implementing, and assessing our individual EEO Programs. The self-assessment, which is led by your DEEOO, is an all-

hands effort required to ensure compliance with the Equal Employment Opportunity Commission (EEOC) Management Directive 715 and the Civilian Human Resources Manual, Subchapter 1603. These efforts are reinforced, along with several other responsibilities, to build a Model EEO Program and complete the EEO Program Annual Status Report. You should utilize the expertise and assistance of your managers, supervisors, and employees to complete the report and to ensure your command has a Model EEO Program. Please engage with and support your DEEOOs as he/she conducts the annual self-assessment of your EEO Program.

The NAVFAC EEO Director and Affirmative Employment Program Manager are standing by to provide you advice and guidance. Please feel free to contact them to address any questions you may have. The NAVFAC Headquarters points of contact are Ms. Karen Saunders at 202-685-9023 (DSN 325-9023) or Karen.saunders@navy.mil, and Recardo Alexander at 202-685-9078 (DSN 325-9078) or recardo.alexander@navy.mil.

Thank you for all that you and your staffs have done and continue to do in your efforts to promote the NAVFAC EEO Program. Your assistance is a vital part of this process and one of the most important factors to ensure that the timely submission of this critical report is achieved. Keep up the great work.

V/r,
John W. Korka.



DEPARTMENT OF THE NAVY

NAVAL FACILITIES ENGINEERING COMMAND
1322 PATTERSON AVENUE, SE, SUITE 1000
WASHINGTON NAVY YARD, DC 20374-5065

Can frp: Oct 19
NAVFACNOTE 5200
00
19 OCT 2018

NAVFAC NOTICE 5200

From: Commander, Naval Facilities Engineering Command

Subj: NAVAL FACILITIES ENGINEERING COMMAND POLICY STATEMENTS

- Encl: (1) Equal Employment Opportunity Policy Statement
(2) Policy and Procedures for Preventing and Eliminating Harassing Conduct in the Workplace
(3) Command Safety and Occupational Health Policy Statement
(4) Environmental Policy Statement
(5) Drug-Free Workplace Policy Statement
(6) Alternative Dispute Resolution Policy Statement
(7) Command Energy Policy Statement
(8) Command Reasonable Accommodation Policy Statement
(9) Diversity Policy Statement
(10) Use of Official Time in the EEO Process Policy Statement
(11) Sexual Harassment Prevention and Response Program Policy Statement
(12) Command Managed Equal Opportunity Program Policy Statement

1. Purpose. All civilian, military, and contractor personnel shall review and become familiar with the Commander's policies and philosophy as stated in enclosures (1) through (10).

2. Action. Enclosures (1) through (10) shall be placed on official bulletin boards and prominently displayed in a conspicuous location.

3. Background. This notice serves as the annual re-issue of NAVFAC HQ's EEO Policy Statement (enclosure (1)) and Policy and Procedures for Preventing and Eliminating Harassing Conduct in the Workplace Policy Statement (enclosure (2)).

4. Cancellation. This notice remains in effect until a notice of the same subject is issued.

J. W. KORKA



DEPARTMENT OF THE NAVY

NAVAL FACILITIES ENGINEERING COMMAND
1322 PATTERSON AVENUE, SE, SUITE 1000
WASHINGTON NAVY YARD, DC 20374-5065

19 OCT 2018

EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

As Commander, Naval Facilities Engineering Command (NAVFAC), I am personally committed to a command culture that ensures equal employment opportunity. Consistent with the Equal Employment Opportunity (EEO) Policy of the Department of the Navy, NAVFAC HQ's policy is to afford equal employment opportunity and treatment to all employees and applicants regardless of race, color, religion, national origin, sex (including pregnancy and sexual orientation), age, mental or physical disability, genetics (including family history), or involvement in any protected equal employment opportunity (EEO) activity. Furthermore, Equal Employment Opportunity practices and policies shall govern all aspects of NAVFAC's operations, personnel/employment programs, management practices and decisions including, but not limited to, recruiting/hiring, merit promotion, transfer, reassignment, training and career development, benefits, and separation.

People are the command's greatest asset. Our success is dependent on every person in the organization being treated as a valued and vital member of the NAVFAC team. The diversity of our workforce is a significant force multiplier and improves our effectiveness. Key to achieving diversity is fostering a workplace of inclusiveness where all **personnel are treated with dignity and respect.**

Discrimination will not be tolerated. All employees have the right to report an alleged violation of this policy, to pursue a legitimate complaint, or cooperate in an investigation of an alleged violation, without fear of intimidation or reprisal. Every complaint will be processed in accordance with the applicable rules and regulations. Efforts will be made to resolve complaints at the earliest opportunity and any persons found in violation of this policy shall be subject to the full range of military and civilian disciplinary action. Any employee who believes they have been discriminated against is encouraged to contact an EEO Counselor within 45 calendar days of the date of the matter alleged to be discriminatory or, in the case of a personnel action, within 45 days of the effective date of the action. NAVFAC supports all employees in exercising their rights under the civil rights statutes.

If the Department of the Navy is determined to be a joint employer of a contractor employee, the contractor employee may file a complaint of discrimination using the Federal sector EEO process. Contractor employees who believe they have been subjected to unlawful discrimination in the Federal workplace are encouraged to contact an EEO counselor as soon as possible because the 45-day time limit discussed above applies to all Federal sector EEO complaints including those filed by contract employees where the Department of the Navy has been determined to be a joint employer.

I strongly support and affirm the full implementation of EEO through Model EEO Programs at every level within the Command. Everyone has a critical role in creating an environment free from discrimination or harassment. All personnel shall ensure their actions fully demonstrate their commitment and support of this policy. **EEO/diversity is the responsibility of every employee and I am counting on all Commanders, Commanding Officers, Directors, supervisors, managers, and employees to ensure compliance with this policy.** For information on protections afforded to military personnel, please refer to the NAVFAC Command Managed Equal Opportunity (CMEO) Program Policy Statement.

For more information, contact the NAVFAC Command Deputy EEO Officer at 202-685-9023.


J. W. KORKA

Enclosure (1)



DEPARTMENT OF THE NAVY

NAVAL FACILITIES ENGINEERING COMMAND
1322 PATTERSON AVENUE, SE, SUITE 1000
WASHINGTON NAVY YARD, DC 20374-5065

19 OCT 2018

POLICY AND PROCEDURES FOR PREVENTING AND ELIMINATING HARASSING CONDUCT IN THE WORKPLACE

All Naval Facilities Engineering Command Headquarters (HQ) employees have a right to work in an environment free of harassment. It is NAVFAC HQ's policy to take all necessary steps to prevent and eliminate all discriminatory conduct, including harassment, from the Federal workplace.

Harassing conduct is defined as any unwelcome verbal or physical conduct based on race, color, sex (sexual orientation and gender stereotyping), age, national origin, mental or physical disability, religion, genetic information (including family history), and/or reprisal for prior Equal Employment Opportunity (EEO) activity or opposition to a discriminatory practice, when the behavior becomes a condition of continued employment or the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile or abusive.

Sexual harassment is behavior that is unwelcome, sexual in nature, and occurs in or affects the work environment. Employees who are the subject of or are aware of possible harassment have an obligation to immediately report it to their supervisor or management. Supervisors and management must immediately investigate allegations of harassment or reprisal. Where allegations of harassment or reprisal are substantiated, appropriate action will be taken. In addition, affected employees, including contractor employees when NAVFAC qualifies as a joint employer, have the right to seek EEO counseling if they believe the harassment is based on a protected status.

Workplace harassment, reprisal against anyone reporting harassment, providing information related to a claim of harassment, or participating in an investigation will not be tolerated. I support the rights of all employees under the civil rights statutes.

For more information, contact the NAVFAC HQ Command EEO officer at 202-685-9023.

J. W. KORKA

Enclosure (2)



DEPARTMENT OF THE NAVY

NAVAL FACILITIES ENGINEERING COMMAND
1322 PATTERSON AVENUE, SE, SUITE 1000
WASHINGTON NAVY YARD, DC 20374-5065

19 OCT 2018

DRUG-FREE WORKPLACE POLICY STATEMENT

The Federal Drug-Free Workplace Program, established by Executive Order 12564 (1986), is a comprehensive drug testing program balanced between offering a helping hand to employees who are using drugs illegally and at the same time, making clear that illegal drug use will not be tolerated.

NAVFAC is committed to protecting the safety, security, health, and well-being of all employees and other individuals in our workplace. The use of illegal drugs by NAVFAC employees, whether on duty or off duty, is inconsistent with our goals and will not be tolerated. Employee drug activity or other actions contrary to law are not condoned. Disciplinary action, up to and including removal, may be initiated against any employee found to use illegal substances.

If you, a co-worker, or a family member needs help with a substance abuse issue, NAVFAC can help. The Department of the Navy Civilian Employee Assistance Program (DONCEAP) provides confidential assistance to civilian employees who have problems which have or may have an adverse effect on job performance. The DONCEAP is available to all employees and their family members by contacting:

1-844-DONCEAP (1-844-366-2327)
TTY: (888) 262-7848
International: 001-866-829-0270
DONCEAP.FOH.PSC.GOV

Please direct any questions to your servicing NAVFAC HQ Employee Relations Specialist, Ms. Allison Wetter at (202) 685-9010.

J. W. KORKA



DEPARTMENT OF THE NAVY

NAVAL FACILITIES ENGINEERING COMMAND
1322 PATTERSON AVENUE, SE, SUITE 1000
WASHINGTON NAVY YARD, DC 20374-5065

19 OCT 2018

ALTERNATIVE DISPUTE RESOLUTION POLICY STATEMENT

As Commander, I am committed to the Navy's policy on the use of Alternative Dispute Resolution (ADR), specifically mediation, as an effective method to alleviate conflict while supporting productivity, customer satisfaction, and employee morale. Voluntary ADR used in the early stages of a workplace dispute has the potential to avoid the cost and countless hours of involvement that exist during adversarial proceedings.

Mediation is designed to assist disputing parties in arriving at a mutually agreed-upon resolution and providing the potential for a "Win/Win" outcome instead of a lengthy and possibly hostile conclusion. Mediators are neutral and impartial facilitators, certified by the Department of the Navy (DoN), who provide an atmosphere that fosters clear communication and effective listening techniques leading to improved working relationships. Mediation offers an open communication forum for parties to discuss their interests, ask questions, share information, and explore options to reach their own mutually acceptable agreement. Mediators do not serve as advocates or representatives for the parties and will not provide legal or human resources advice.

The Department of the Navy (DoN) requires ADR to be considered at the earliest stage feasible, at the lowest possible organizational level prior to litigation. DoN also expects ADR to be considered for every conflict and issue in controversy, regardless of the subject matter.

ADR should be utilized to benefit our command and to sustain DoN's vision; therefore, it is my expectation that all managers and supervisors will proactively support and foster an ADR environment.

I strongly encourage all employees to consider voluntary ADR as a means of resolving workplace dissatisfactions as they arise. Voluntary participation in the ADR process will not adversely affect any individual's statutory and/or regulatory avenues of redress. For further information regarding the ADR process, please contact the NAVFAC Command Deputy Equal Employment Opportunity officer at (202) 685-9023.

J. W. KORKA



DEPARTMENT OF THE NAVY

NAVAL FACILITIES ENGINEERING COMMAND
1322 PATTERSON AVENUE, SE, SUITE 1000
WASHINGTON NAVY YARD, DC 20374-5065

19 OCT 2018

COMMANDER, NAVAL FACILITIES ENGINEERING COMMAND REASONABLE ACCOMMODATION POLICY STATEMENT

It is the policy of the Naval Facilities Engineering Command (NAVFAC) to commit to the fair and equal employment of people with disabilities. Reasonable Accommodation (RA) is the key to this policy. While many individuals with disabilities can work without accommodation, other qualified applicants and employees face barriers to Equal Employment Opportunity (EEO) without an accommodation. It is the policy of NAVFAC to reasonably accommodate qualified individuals with disabilities, unless doing so imposes an undue hardship on the operations of NAVFAC's programs and/or imposes a direct threat to the employee or others. This policy applies to all applicants for employment and employees. In accordance with the Rehabilitation Act of 1973 as amended, RA must be provided to a qualified applicant with a disability that will enable the individual to have an equal opportunity to participate in the application process and be considered for a position.

An accommodation is any change in the work environment or in the way things are customarily done that enables an individual with a disability to enjoy equal employment opportunities. Applicants or employees who desire an accommodation shall request an accommodation either orally or in writing by advising his or her immediate supervisor, another supervisor or manager in his/her chain of command, or the EEO office that they need a change or adjustment in the workplace due to a medical condition.

Managers and supervisors have the primary responsibility to process RA requests on a timely basis and to also recognize potential situations and take the necessary actions to support RA objectives overall. I expect all employees, supervisors, and managers to fully support the goals and objectives of this policy.

For further information, contact the NAVFAC Command Deputy Equal Employment Opportunity officer at 202-685-9023.

J. W. KORKA



DEPARTMENT OF THE NAVY

NAVAL FACILITIES ENGINEERING COMMAND
1322 PATTERSON AVENUE, SE, SUITE 1000
WASHINGTON NAVY YARD, DC 20374-5065

19 OCT 2018

DIVERSITY POLICY STATEMENT

As Commander, Naval Facilities Engineering Command (NAVFAC), **I believe that people are NAVFAC's most valuable asset.** Different people bring diverse experiences, talents, and abilities, which could prove decisive for mission readiness and innovation. Adherence to the principles of inclusion, non-discrimination, and equal opportunity contributes to readiness by promoting respect, trust, and cohesion among members of the workforce. **Diversity enhances readiness by inviting new perspectives and improved ideas to solve problems.**

In embracing this philosophy, NAVFAC's goal is to develop and use a systematic approach to achieve an inclusive work environment that ensures we attract, retain, and capitalize on the skills, talents, and full potential of our workforce. By supporting diversity, we also support readiness, thereby enabling us to meet the changing demands of current and future missions. These practices contribute to our ability to recruit, develop, and retain the best and the brightest across the total force. For more information, contact the NAVFAC Command Deputy Equal Employment Opportunity officer at 202-685-9023.

A handwritten signature in black ink, appearing to read "J.W. Korka", is positioned above the printed name.

J. W. KORKA



DEPARTMENT OF THE NAVY

NAVAL FACILITIES ENGINEERING COMMAND
1322 PATTERSON AVENUE, SE, SUITE 1000
WASHINGTON NAVY YARD, DC 20374-5065

19 OCT 2018

USE OF OFFICIAL TIME IN THE FEDERAL SECTOR EEO PROCESS

Per 29 C.F.R. § 1614.605, NAVFAC Headquarters (HQ) employees shall have a reasonable amount of official time, if otherwise on duty, to prepare an Equal Employment Opportunity (EEO) complaint and respond to Navy and Equal Employment Opportunity Commission (EEOC) requests for information. Furthermore, employees using the EEO process are entitled to be accompanied, represented, and advised by a representative of their choice at any stage in the process. If the complainant is an employee of NAVFAC and they designate another NAVFAC employee as their representative, the representative shall have a reasonable amount of official time, if otherwise on duty, to prepare the complaint and respond to Navy and EEOC requests for information.

The EEOC has defined "reasonable" as whatever is appropriate, under the particular circumstances of the complaint, in order to allow a complete presentation of the relevant information associated with the complaint and to respond to requests for information from the Navy and EEOC. The complainant and his/her supervisor should arrive at a mutual understanding as to the amount of official time to be used prior to the complainant's use of such time.

NAVFAC policy for requesting official time:

- The complainant and representative, if employed by NAVFAC and otherwise in a pay status, shall be on official time, regardless of their tour of duty, when their presence is authorized or required by the Navy or the EEOC during the investigation, informal adjustment, or hearing on the complaint.
- NAVFAC will also afford complainants and representatives, if employed by NAVFAC and otherwise in a pay status, a reasonable amount of official time to prepare for meetings and hearings, as well as time to prepare the formal complaint and any appeals that may be filed with the EEOC. Preparation time is generally defined in terms of hours, not days, weeks, or months.
- The EEOC and NAVFAC expect complainants and representatives to spend the majority of their official time doing the work for which they are employed. As such, prior to using official time for EEO related matters, employees must properly request and receive approval to use the official time from their immediate supervisor.
 - NAVFAC employees seeking official time to work on EEO related matters must submit a written request to their first level supervisor that includes the following information:
 - 1) A general description of the general purpose for which the official time is needed (e.g., counseling, affidavit preparation, EEOC hearing, mediation, etc.) without having to specify any details of the complaint;
 - 2) The number of hours requested; and
 - 3) A proposed schedule for use.
 - Absent good cause, employees must submit their written request to their immediate supervisor at least one business day prior to when they would like to use the official time.
 - If additional time is needed, employees may submit additional written requests.
- Supervisors are responsible for reviewing and approving use of official time requests. When reviewing a request, supervisors must balance the legitimate need to have their employees perform

Enclosure (10)



DEPARTMENT OF THE NAVY
NAVAL FACILITIES ENGINEERING COMMAND
1322 PATTERSON AVENUE, SE, SUITE 1000
WASHINGTON NAVY YARD, DC 20374-5065

19 OCT 2018

**NAVAL FACILITIES ENGINEERING COMMAND
SEXUAL HARASSMENT PREVENTION AND
RESPONSE PROGRAM POLICY STATEMENT**

As Commander, Naval Facilities Engineering Command (NAVFAC), my intent for the Sexual Harassment Prevention and Response program is to enable our military personnel to perform at their maximum ability through a positive command climate in which personnel are free from the adverse effects of sexual harassment. The program shall create, shape, and maintain a positive environment through communication, training, education, enforcement, and assessment. I am committed to seeing these objectives through as they are essential to maintaining a healthy command climate.

The Navy's Core Values of Honor, Courage and Commitment are the foundation upon which we succeed as a command and as a Navy. Honor calls us to be accountable for our professional and personal behavior. Courage gives each individual the moral and mental strength to do what is right. Commitment drives us to accomplish the mission as a team with the highest degree of moral character, professional excellence, quality and competence. A command cannot possess these Core Values if it permits or does not strive to eliminate sexual harassment. Acts of sexual harassment are contrary to our Core Values and not tolerated.

I call on all members of this command to actively prevent and discourage unprofessional behavior, and ensure the right of all persons to remain free from the scourge of sexual harassment. Use of the chain of command to resolve these issues is important and individuals should attempt to identify and correct sexual harassment at the lowest level capable of achieving results. If you would like to file a complaint, your Command Managed Equal Opportunity (CMEO) Program Manager is here to assist you and can further explain the informal and formal complaint process. OPNAVINST 5300.13 also provides guidelines for submitting, handling, and reporting SH complaints. SH is a command-wide responsibility and reported incidents of sexual harassment will be investigated in a fair, impartial, and prompt manner.

For more information, contact the NAVFAC Headquarters CMEO Program Manager.


J. W. KORKA



DEPARTMENT OF THE NAVY

NAVAL FACILITIES ENGINEERING COMMAND
1322 PATTERSON AVENUE, SE, SUITE 1000
WASHINGTON NAVY YARD, DC 20374-5065

NAVAL FACILITIES ENGINEERING COMMAND COMMAND MANAGED EQUAL OPPORTUNITY PROGRAM POLICY STATEMENT

As Commander, Naval Facilities Engineering Command, my intent for the Command Managed Equal Opportunity (CMEO) program is to enable our military personnel to perform at their maximum ability through a positive Equal Opportunity (EO) environment and unimpeded by institutional or individual biases based on race, color, ethnicity, national origin, sexual orientation, sex or religion. The program should create, shape, and maintain a positive EO environment through communication, training, education, enforcement, and assessment. I am committed to seeing these objectives through as they are essential to maintaining a healthy command climate.

The Navy's Core Values of Honor, Courage and Commitment are the foundation upon which we succeed as a command and as a Navy. Honor calls us to be accountable for our professional and personal behavior. Courage gives each individual the moral and mental strength to do what is right. Commitment drives us to accomplish the mission as a team with the highest degree of moral character, professional excellence, quality, and competence. A command cannot possess these Core Values if it permits or does not strive to eliminate discrimination and sexual harassment. Acts of unlawful discrimination and sexual harassment are contrary to our Core Values and not tolerated.

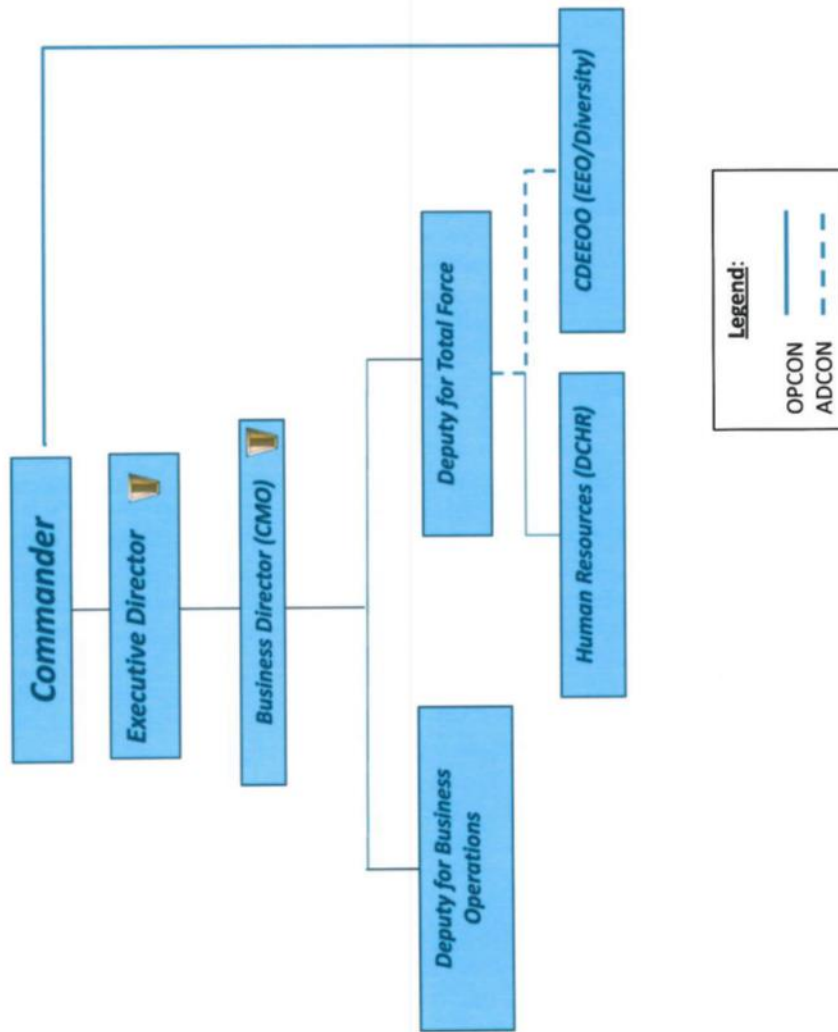
I call on all members of this command to actively prevent and discourage unprofessional behavior, and ensure the right of all persons to participate in, and benefit from, programs and activities for which they are qualified. Use of the chain of command to resolve these issues is important and individuals should attempt to identify and correct discriminatory practices at the lowest level capable of achieving results. If you would like to file a complaint, your CMEO Program Manager is here to assist you and can further explain the informal and formal complaint process. OPNAVINST 5354.1F also provides guidelines for submitting, handling, and reporting EO complaints. EO is a command-wide responsibility and reported incidents of unlawful discrimination will be investigated in a fair, impartial, and prompt manner.

For more information, contact the NAVFAC CMEO Program Manager at 202-433-5313.

A handwritten signature in black ink, appearing to read "J. W. Korka", is positioned above the printed name.

J. W. KORKA

NAVFAC HQ EEO Alignment - Prop



Enclosure



EQUAL EMPLOYMENT OPPORTUNITY



Command EEO Officer
RADM John W. Korka

As Commander, Naval Facilities Engineering Command (NAVFAC), I am personally committed to a command culture that ensures Equal Employment Opportunity (EEO). Consistent with the EEO Policy of the Department of the Navy, NAVFAC HQ's policy is to afford equal employment opportunity and treatment to all employees and applicants regardless of race, color, religion, national origin, sex (including pregnancy and sexual orientation), age, mental or physical disability, genetics (including family history), or involvement in any protected EEO activity. Furthermore, EEO practices and policies shall govern all aspects of NAVFAC's operations, personnel/employment programs, management practices and decisions including, but not limited to, recruiting/hiring, merit promotion, transfer, reassignment, training and career development, benefits, and separation.

J.W.K.
RADM John W. Korka



Command Deputy EEO Officer
Karen Saunders

Alternative Dispute Resolution

Alternative Dispute Resolution (ADR) uses a variety of tools to resolve concerns in the workplace. Mediation is the ADR method of choice in the Department of the Navy. ADR is available to NAVFAC employees. ADR provides opportunities to address concerns and clarify misunderstandings with the assistance of a trained neutral third party. It is an effective means for resolving workplace disputes and 9150 ving working relationships. Electing ADR does not waive an employee's right to file an EEO complaint. Employees and supervisors are encouraged to use ADR as an alternative method for resolving disputes. For additional information, contact Kelly Majiros at (202) 685-3193 / kelly.majiros@navy.mil, or Terrence Snowden at (202) 685-8485 / terrence.snowden@navy.mil.

Reasonable Accommodation

It is the policy of NAVFAC to commit to fair and equal employment of people with disabilities. Reasonable Accommodation is key to this policy. The Rehabilitation Act of 1973 requires an employer to provide reasonable accommodation to qualified employees and applicants with disabilities, unless to do so would cause undue hardship. In general, an accommodation is any change in the work environment or in the way things are customarily done that enables an individual with a disability to enjoy equal employment opportunities. Possible reasonable accommodations include: making existing facilities accessible, job restructuring, modified work schedules, acquiring or modifying equipment, changing tests, training materials, or policies, providing qualified readers or interpreters, and reassignment to a vacant position. For additional information, contact Kelly Majiros at (202) 685-3193 / kelly.majiros@navy.mil, or Terrence Snowden at (202) 685-8485 / terrence.snowden@navy.mil.

EEO Discrimination Complaints Process

Discrimination in employment based on a person's race, color, religion, sex, national origin, age (40 and over), disability, genetic information, or in reprisal for prior EEO complaint involvement, or opposition to discrimination is prohibited. In order for an individual to file a timely EEO complaint, the individual must contact an EEO Counselor within 45 days of the date of the matter alleged to be discriminatory or, in the case of a personnel action, within 45 days of the effective date of the action. The following diagram describes some key timeframes associated with the EEO complaint process. To initiate the process with an EEO Counselor, please contact Kelly Majiros at (202) 685-3193 / kelly.majiros@navy.mil, or Terrence Snowden at (202) 685-8485 / terrence.snowden@navy.mil.



For more information on NAVFAC's EEO Program, please visit the EEO website at: <https://portal.navfac.navy.mil/portal/page/portal/tfd/eeo>

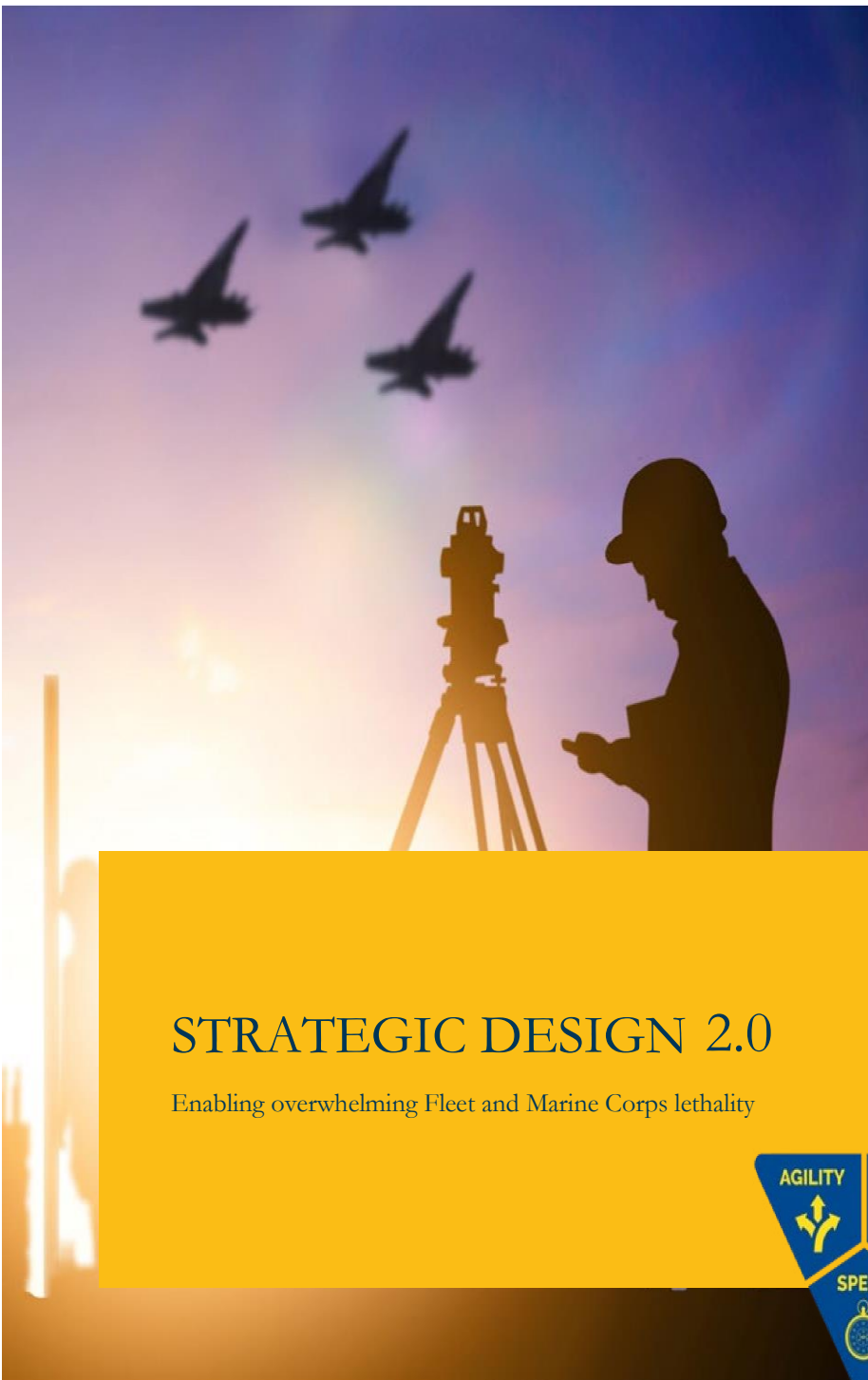
EEO Program Status Report

FY 2020

Part E

Executive Summary

(SUCCINCT NARRATIVE)



STRATEGIC DESIGN 2.0

Enabling overwhelming Fleet and Marine Corps lethality





CHIEF'S MESSAGE

The Naval Facilities Engineering Systems Command continues to be a critical contributor to our Nation, our Supported Commands, and our Sailors and Marines.

The challenges facing us are rapidly growing in scope, scale and pace. Our ability to learn and adapt to achieve maximum possible performance during this period of Great Power Competition will serve to focus our efforts. The challenges facing us are rapidly growing in scope, scale and pace. Our ability to learn and adapt to achieve maximum possible performance during this period of Great Power Competition will serve to focus our efforts. In releasing our NAVFAC Strategic Design 2.0, I am counting on your full support to build on the NAVFAC legacy of delivering facility, construction, expeditionary, acquisition and business solutions. We will measure our effectiveness and achievements through the eyes of the Fleet and Marine Corps.

This Design is aligned with the National Defense Strategy, the CNO's Design for Maritime Superiority 2.0 and the Marine Corps Operating Concept.

The framework provides both continuity of effort and new direction that will make our command stronger. It identifies our contributions to maintaining the maritime superiority that is so vital to our prosperity as a Nation. Our strategy is built around three Lines of Effort (LOE):

- (1) **Enable Warfighter Lethality**
- (2) **Maximize Naval Shore Readiness**
- (3) **Strengthen our SYSCOM Team**

The goals and initiatives developed in support of our LOEs are aimed on **harnessing the power of the digital age and analytics** to be agile, more predictive, more efficient, more effective and more innovative.

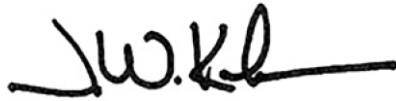
Forging strong alliances and partnerships with industry will be a priority as we place a laser focus on moving our execution needle to the left, while keeping a constant eye on quality, financial stewardship, auditability and accountability.

In today's increasingly complex environment of uncertainty, quality, speed and agility are the distinguishing characteristics that will define us as a SYSCOM Team. Quality in what we deliver. Speed in delivery of our products and services, as well as, our internal decision-making process. Agility in being able to respond to any unplanned event and quickly change direction, without impacting mission performance or losing momentum. **QUALITY, SPEED and AGILITY** must always be at the forefront of our efforts.

TO OUR SUPPORTED COMMANDS: We are here to serve our Sailors and Marines; focused on improving our performance, and committed to directing our energy and resources on **YOUR** mission priorities. Leading with integrity, trust and transparency is an absolute. Our success will be gauged through your lens.

TO OUR PEOPLE: Your initiative, technical expertise and steadfast dedication are the underlying reason for NAVFAC's success. Attracting, developing, and retaining an inclusive and diverse talented workforce across all functions of our enterprise remains a priority. We must also continue to work together in fortifying NAVFAC's unity of effort and propelling execution. Each of us has the opportunity to provide leadership, drive greater performance, and make a difference for our Nation. Thank you for all you do every day in service to our Navy and Marine Corps, and in defense of our Nation.

We have outlined our course and speed and will adjust as necessary to address emerging priorities and opportunities as we proceed. We are privileged to be a part of the Navy and Marine Corps Team and I am honored to serve alongside you.

A handwritten signature in black ink, appearing to read 'J.W. Korka', with a long horizontal stroke extending to the right.

John W. Korka

Rear Admiral, CEC, U.S. Navy

NAVFAC'S CORE CONTRIBUTION

Our unique and valuable skill sets have progressed in size and diversity to make NAVFAC the Department of the Navy's

Acquisition and Technical Authority, and overall lead agency for:

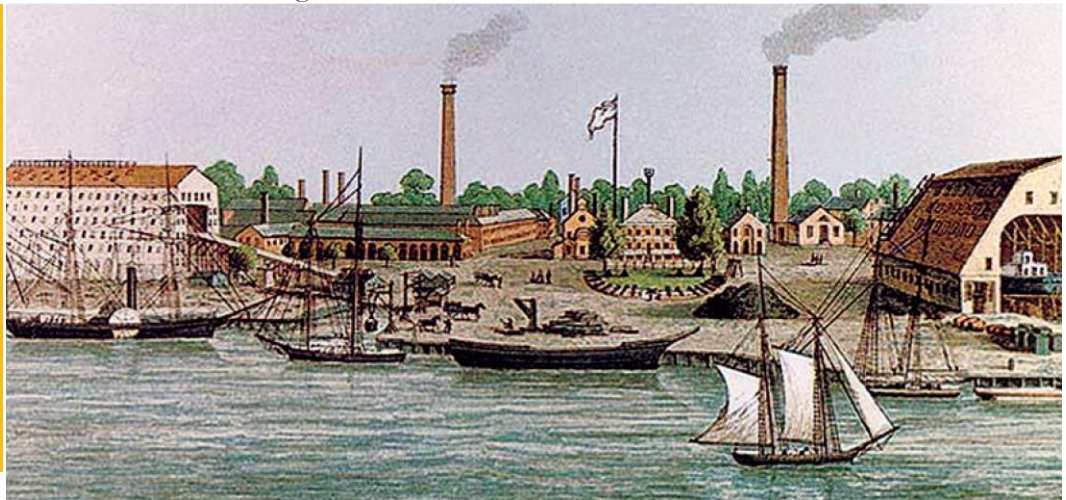
- Facilities Planning and Lifecycle Management
- Facilities Maintenance and Repair
- Capital Improvements: Engineering, Design and Construction
- Utilities Operations and Management
- Transportation and Base Vehicle Support Equipment
- Anti-Terrorism/Force Protection Ashore
- Contingency Engineering
- Expeditionary Systems Acquisition and Lifecycle Management
- Ocean Facilities: Cables, Buoys and Waterfront Structures • Shore Energy Efficiency, Resiliency and Management
- Military Housing Privatization Business Agreements

OUR HISTORY



Naval Facilities
Engineering Systems
Command's history dates
back to 1842, when the

Bureau of Naval Yards and Docks supported a shore establishment of seven ship repair yards, four ordnance magazines, and five naval stations. Through the years, our scope and responsibilities have profoundly expanded to keep pace with the growth of our Navy and its mission.



- Grounds Maintenance and Janitorial Services
- Environmental Planning, Stewardship and Remediation
- Real Estate Acquisition and Real Property Management
- Cyber Security for Facilities/Industrial Control Systems
- Weight Handling Program Management

WHAT WE ARE



NAVFAC is a global force that enables Navy and Marine Corps lethality through worldwide naval shore facilities, base operating support, and expeditionary engineering expertise.



WHERE ARE WE LOCATED?

- Headquarters is on the historic Navy Yard in Washington, D.C.
- NAVFAC has 14 component commands, nine of which are Facilities Engineering Commands that report to two Echelon III Commands, NAVFAC Atlantic in Norfolk, Virginia, and NAVFAC Pacific in Pearl Harbor, Hawaii.
- The Naval Facilities Engineering and Expeditionary Warfare Center (EXWC) in Port Hueneme, California supports combatant capabilities and sustainable facilities through specialized engineering, technology development, and lifecycle logistics services.
- The Navy Crane Center (NCC), based at the Norfolk Naval Shipyard in Portsmouth, Virginia, leads the Navy shore-based weight-handling program by establishing policy and providing engineering, acquisition, technical support, training and evaluation services to all Navy shore activities worldwide.

“Our design will remain focused on ensuring we are prepared and ready to meet the challenges of today and



the future.”

RADM John Korka

MISSION *Why we exist*

The Naval Shore Facilities, Base Operating Support, and Expeditionary Engineering Systems Command that delivers life-cycle technical and acquisition solutions aligned to Fleet and Marine Corps priorities.

VISION *To what we aspire*

We are the Naval Forces’ trusted facilities and expeditionary experts enabling overwhelming Fleet and Marine Corps lethality.

GUIDING PRINCIPLES

What we value and expect from individuals/organization

We serve our warfighters and our Nation with Honor, Courage, and Commitment.

We operate safely, ethically, and urgently, driven by our Supported Commanders’ priorities.

We anticipate and act with agility through teamwork to achieve high velocity outcomes.

We promote bold, credible leadership to mitigate risks and overcome challenges in all Phases of operations.



**Enable Warfighter
Lethality**

**Maximize Naval Shore
Readiness**

**Strengthen SYSCOM
Team**

- Develop and rehearse engineering and contracting capabilities, capacity and plans to enable rapid transition to, and sustainment of, Phase 2 and Humanitarian Assistance Disaster Relief operations.
- Integrate new technology, or new combinations of existing capabilities, to increase operational reach.

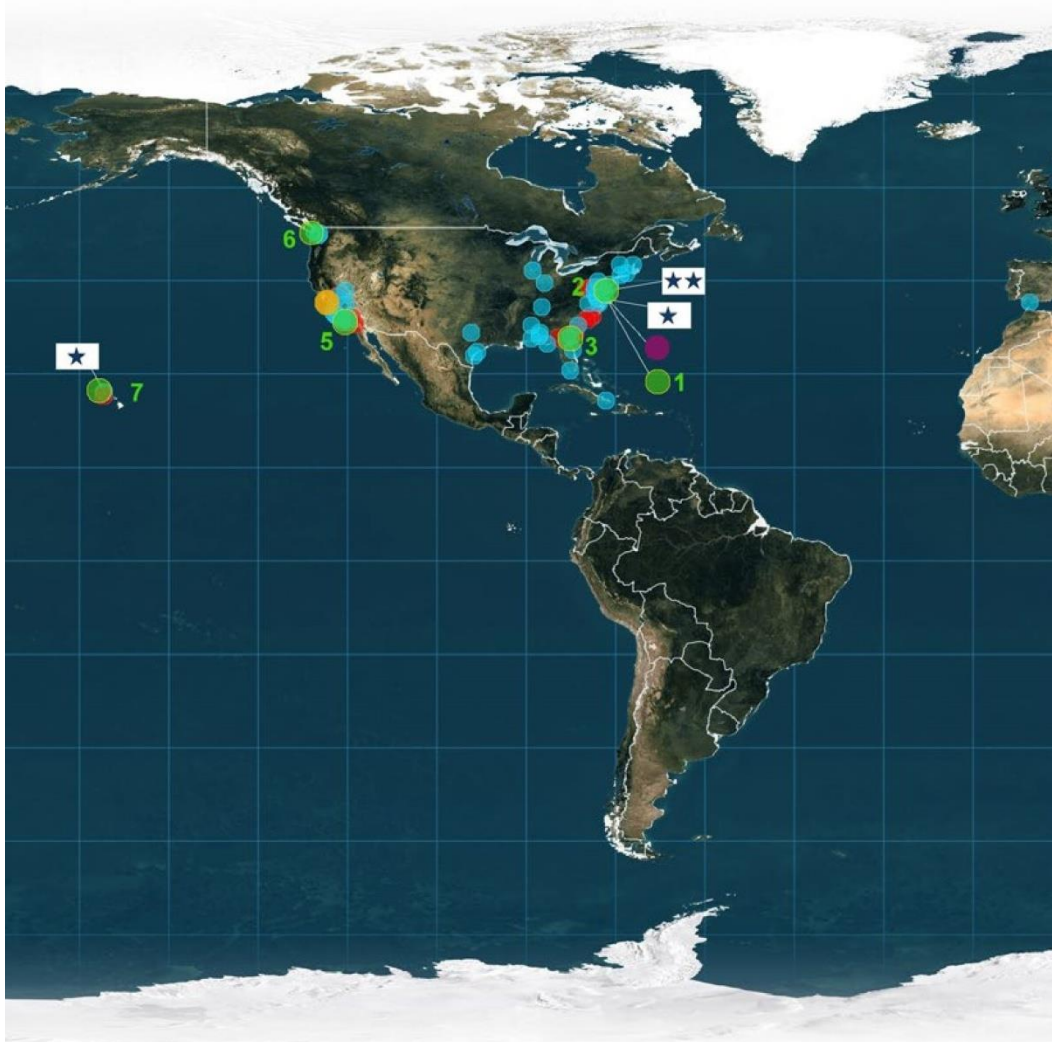
- Expand and strengthen our network of partners.
- Create a Common Operating Picture of PWD Readiness.
- Deliver at the speed of relevance.

- Deliver reliable and resilient infrastructure

- Shape POM process to support changing financial landscape.
- Following POM intent, simplify and expedite funding to point of execution.

- Recruit, Develop, and Retain highly qualified, and motivated people.

	<p>based on Fleet and Marine Corps priorities.</p> <ul style="list-style-type: none">• Evolve innovative concepts to achieve and sustain FIAR.• Capitalize on opportunities in the digital domain.	<p>ANALYTICAL DECISION MAKING</p> <ul style="list-style-type: none">• Implement the Knowledge Management Framework.• Utilize analytics to improve agility, performance, and decision making.
--	---	--



★★ NAVFAC Headquarters
Washington D.C.

★ NAVFAC Atlantic
Hampton Roads, VA

★ NAVFAC Pacific
Joint Base Pearl Harbor-Hickam

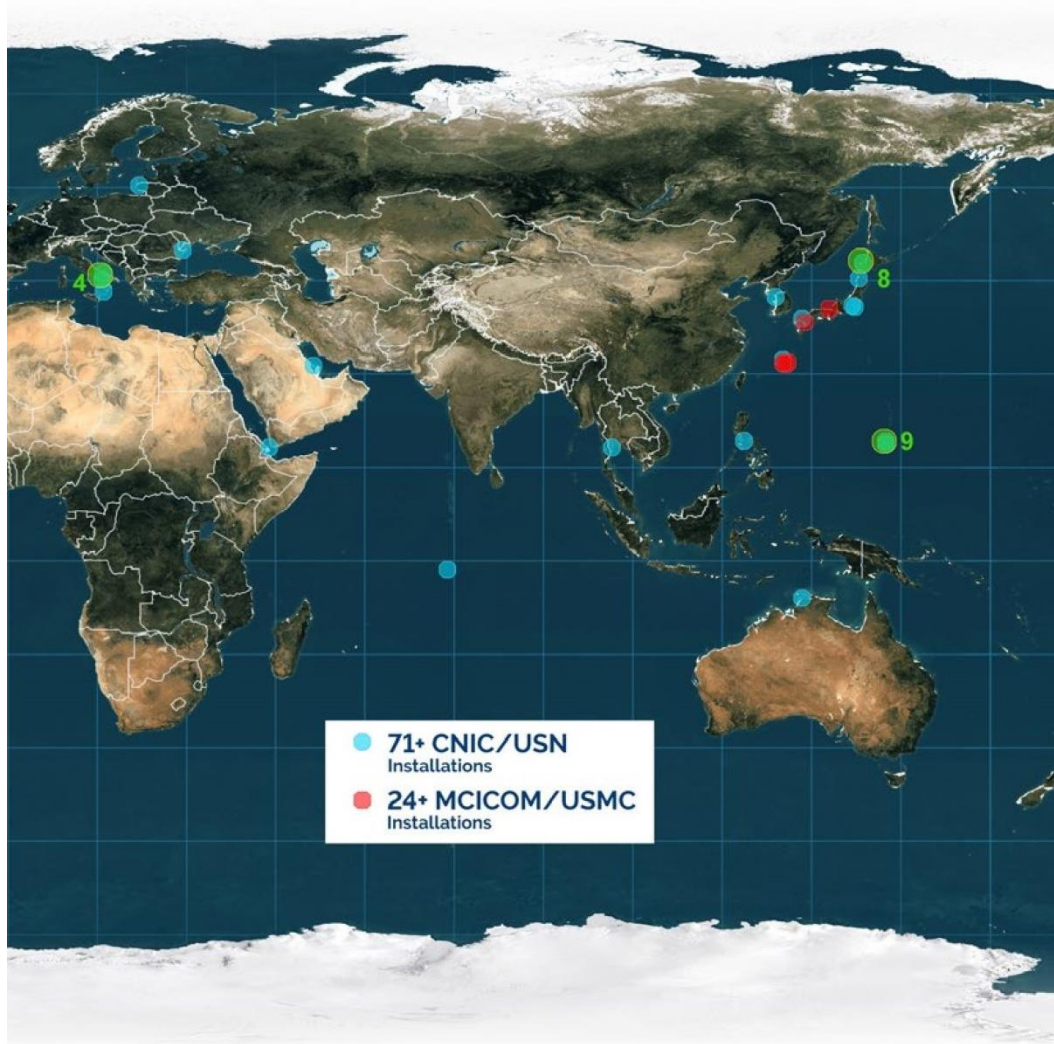
● Navy Crane Center
Hampton Roads, VA

● Engineering and
Expeditionary
Warfare Center
Port Hueneme, CA

1 ● NAVFAC Washington
Washington D.C.

2 ● NAVFAC Mid-Atlantic
Hampton Roads, VA

NAVFAC'S 100+ POINTS OF DELIVERY W O R L D W I D E



3 ● NAVFAC Southeast
Jacksonville, FL

4 ● NAVFAC Europe, Africa,
Southwest Asia
Naples, Italy

5 ● NAVFAC Southwest
San Diego, CA

6 ● NAVFAC Northwest
Silverdale, WA

7 ● NAVFAC Hawaii
Joint Base Pearl Harbor-Hickam

8 ● NAVFAC Far East
Yokosuka, Japan

9 ● NAVFAC Marianas
Guam, U.S.A.

CNO ALIGNMENT

Lines of Effort

- Strengthen Naval Power at and from the
- Achieve High Velocity Outcomes
- Strengthen Our Navy Team for the Future
- Expand and Strengthen Our Network



Sea

End State

A dominant naval force that produces outstanding leaders and teams, armed with the best equipment, that learn and adapt faster than our rivals. Every person and every unit in the Navy will maximize their potential and be ready for decisive combat operations.

CMC ALIGNMENT

Focus Areas • People

- Readiness
- Training, Simulation, Experimentation
- Integration with the Naval and Joint Force
- Modernization and Technology



End State

A trained and resourced Marine Corps, that supports the joint operating concept, and is able to rapidly deploy and operate



with agility and flexibility in a five-domain battlespace across the range of military operations and win.

CNIC ALIGNMENT

Lines of Effort

- Focus Shore Support of Lethality
- Evolve from Shore Integrator to Shore Owner
- Advance CNIC's Fiscal Responsibility



End State

Navy installations serve as the foundational platforms to provide and support maximum warfighting readiness to our Navy, within our available resources. As an operational imperative, we must sharpen our focus on financial accountability, auditability, and internal controls.

MCICOM ALIGNMENT


Focus Areas

- Reduce and Optimize Infrastructure Footprint
- Ensure Investment Decisions Enable Lowest Total Lifecycle Costs
- Implement Best Practices and Process Efficiencies

End State

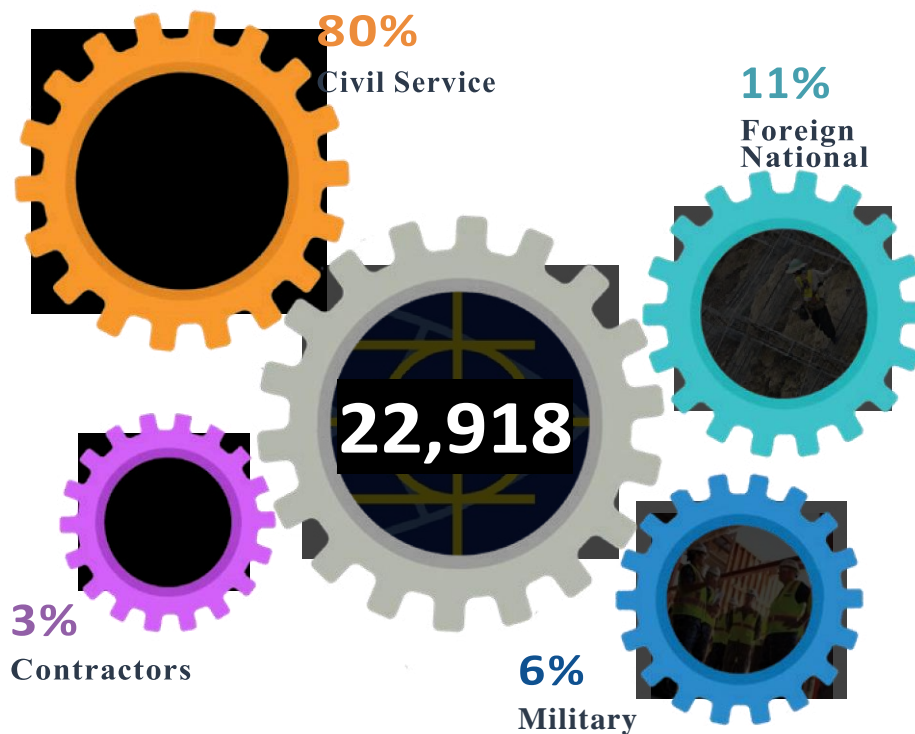
USMC infrastructure investments are aligned with operational, capabilities-based requirements to support warfighting capabilities, enduring mission, and Force readiness through investment and lifecycle management processes that clearly define and properly recapitalize, configure, and sustain required infrastructure.



	SYSTEMS COMMANDS
	The systems commands are the materiel agencies of the United States Department of the Navy, responsible for the design, construction, and maintenance of military systems such as ships, aircraft, and weapons.
	NAVFAC Naval Shore Facilities, Base Operating Support, and Expeditionary Engineering Systems
	NAVSEA Navy Ships, Submarines, and Combat Systems
	NAVAIR Naval Aircraft, Weapons, and Systems
	NAVSUP Navy Weapons System, Global Logistics, and Sailor and Family Support
	SPAWAR Naval Communications and Information Warfare Systems
	MARCORSYSCOM Marine Corps Ground Weapon and Information Technology Systems
	ONR Naval Science and Technology Research Strategy

OUR TEAM

The diversity of the NAVFAC workforce remains its true strength. Government civilians, foreign national employees, contractors and the military (active and reserve) work together as one team to serve and support our Nation's and Navy's challenges in the 21st Century.



SUPPORTED COMMANDS

NAVFAC's global team of planning, construction, facilities services, and acquisition subject matter experts execute our mission daily in support of our stakeholders and the resources they invest in us.

Fleet and
Systems
Commanders



Navy
Installations
Command



U.S. Marine
Corps



Marine Corps
Installations
Command



Dept. of Defense
U.S. Air Force
U.S. Army



Other Federal
Agencies
Other
Non-Federal
Agencies



WHY WE ARE HERE

Enable the Warfighter

NAVFAC Marianas collaborates with 30th Naval Construction Regiment engineers in the construction of a reinforced structure for Explosive Ordnance Disposal Mobile Unit 5 at Naval Magazine Guam. *Photo: Seabees assigned to NMCB 3, Det. Guam set up scaffolding in preparation for an overhead concrete placement.*



Maximize Readiness

State-of-the-art facilities are needed to support the 12 Columbia-class SSBN submarines to replace 14 Ohio-class submarines. Among the NAVFAC Mid-Atlantic awarded projects, is a submarine propulsor manufacturing facility based at NSA Philadelphia for propulsion research and development to maintain acoustic and stealth superiority. *Photo: A graphic representation of the future USS Columbia, which is currently scheduled for its first patrol in 2031.*

Strengthen Our SYSCOM Team MCAS Miramar will be home to the F-35 Lightning II Joint Strike Fighter in 2020. This NAVFAC Southwest-awarded project consists of an aircraft maintenance hangar, aircraft parking apron, and aircraft parking apron expansion for the first wave of incoming F-35s. *Photo: NAVFAC engineers conduct a professional development site visit to the new F-35 hangar construction site at Marine Corps Air Station Miramar, California.*





THE “WHY” IS WORTH IT!

Support Sailors and Marines

Electronics Technician 2nd Class Victor Torres assigned to Naval Mobile Construction Battalion (NMCB) 11 holds his children during a homecoming ceremony at Naval Construction Battalion Center. NMCB 11 returned from a six-month deployment to the U.S. European Command, U.S. Indo-Pacific Command and U.S. Africa Command areas of responsibility.



CONTACT//

Naval Facilities Engineering Systems Command
1322 Patterson Avenue, SE
Suite 1000
Washington Navy Yard, D.C.
20374-5065

Join the conversation:

www.facebook.com/NAVFAC

www.milsuite.mil/book/community/spaces/NAVFAC



www.NAVFAC.navy.mil

EEOC FORM 715-01 PART E	<i>U.S. Equal Employment Opportunity Commission</i> FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT
For period covering 1 Oct 2019 thru 30 Sep 2020 <i>NV25 – NAVFAC – MD715 – FY19 – Part E – EEO Program Status Report</i>	

EXECUTIVE SUMMARY

This document was prepared to fulfill the reporting portion of the annual Naval Facilities Engineering Systems Command (NAVFAC) responsibilities under Equal Employment Opportunity Commission (EEOC) Management Directive 715 (MD-715).

MD-715 codifies detailed, ongoing federal agency responsibilities to: (1) proactively prevent EEO discrimination and (2) to affirmatively hire, place and advance individuals with disabilities. Among annual responsibilities outlined in this MD-715 report submitted to the EEOC. The Executive Summary, and all other parts of this report, each address the very specific content directed by MD-715.

During the FY20 reporting period, NAVFAC has continued to make progress in its disability program. These areas of improvement consistently involve training of managers and supervisors on the special hiring authorities for individuals with disabilities and on reasonable accommodation. Some of these specific hiring authorities also include the Schedule A hiring authority for individuals with disabilities, 30% Disabled Veterans hiring authority, Veterans Recruitment Appointment (VRA), and the Veterans Employment Opportunity Act (VEOA).

Historically Black Colleges and Universities/Minority Institutions (MI):

Several of the NAVFAC FECs have also attended outreach events, held careers fairs and held NAVFAC specific hiring events. The goal was to provide awareness of NAVFAC career opportunities, increasing the applicant pool of individuals with disabilities, and to provide potential applicants with information on how to apply for employment opportunities at NAVFAC. At the Headquarters and Echelon III and IV Levels, NAVFAC also established a number of partnerships with local and national organizations that serve these diverse communities. During the 2020 reporting year, NAVFAC was gainfully employed in standing up the 2020 HBCU/MI Summer Intern Program, establishing and developing relationships and partnerships with Bowie and UDC through Internships, student professional development and job fair recruitments. Within the reporting year, NAVFAC HQ has expanded the University Participant Region to include Morgan state University, University of the District of Columbia (UDC) and Bowie State University. Additionally NAVFAC HQ is collaborating with the 2020 Department of Defense (DOD) HBCU/MI Student Internship Program Initiative as sponsored by Office of Naval Research (ONR). Historically, this program has provided Collegiate Minorities Internship Opportunities within NAVFAC Capital Improvements (CI) and Inspector General Directorates.

The overarching HBCU program objective is to develop NAVFAC sponsored Science, Technology, Engineering and Mathematics (STEM) educational research and employment opportunities with Morgan State University, in support of students, faculty and institutional research. Specific objectives are:

- To increase the number of faculty and students participating in STEM-related, DON-sponsored research at Morgan State University
- To increase the number of grants awarded to Morgan State University and conduct DON-sponsored STEM professional development opportunities to include the standup of NAVFAC's first HBCU/MI Summer Intern Program, targeted for June of 2021 with 100% ONR Funding.

Please refer to **Appendix A** of this report for further details and relevant information regarding the NAVFAC HBCU/MI accomplishments.

Leadership Development Program:

NAVFAC participates in several career development and training programs. To support the Navy's and NAVFAC's vision for a high-performing workforce, NAVFAC created the Leadership Development Program to provide more robust developmental opportunities for its future civilian senior leaders. The program is designed to provide for deliberate development through progressive learning opportunities consisting of formal education and training, rotational assignments, and other developmental activities. Employees selected for the program will be challenged to perform outside their sphere of influence and "comfort zone." The Leadership Development Program (LDP) represents just one facet of NAVFAC's leadership development opportunities. During the reporting period, NAVFAC LDP Program Applicant Pool consisted of 77 Applicants. The Applicant Pool produced 45 qualified LDP Applicants. Of those 45 qualified LDP Applicants NAVFAC selected 32 LDP for LDP Program Participation. The program starting in January will include a 360 personal assessment, leadership training, senior management interviews, rotations, multiple attendance at business and operational meetings and mentoring. NAVFAC is proud to recognize the achievement of excellence of LDP graduate Southwest Facilities Engineering Systems Command Deputy Director EEO – Ms. Cheryl McGuire.

For further information regarding the Program Specifics, accomplishments and Demographic Overview of the LDP Program, please refer to **Appendix B** of this report.

Workforce Recruitment Program (WRP)

The WRP Program affords qualified disabled college students the opportunity to secure gainful employment within the NAVFAC workforce. The WRP is a specialized Federal Government recruitment program, which assists in the identification and placement of qualified college students as well as recent graduates that have certified disabilities. Upon identification and selection, the selectees can be hired non-competitively into temporary, term, and permanent positions in the Federal Service under the Schedule A(u) hiring authority.

When hired through the WRP, centralized funding offered through the Department of Defense (DOD) will pay for temporary interns from this program for a period of up to 14 weeks/70 work days/560 hours, thus providing interns for this length of time at *NO COST* to Naval Facilities Engineering Systems Command (NAVFAC). Temporary interns may also be non-competitively converted to permanent appointments. All WRP candidates employed through permanent appointments and conversions to permanent appointments will be funded by NAVFAC.

Advantages of Using the WRP

1. Enables managers to select and hire qualified applicants (without public notice)
2. Over 1,900-screened candidates are available in one centralized database
3. Candidates are seeking employment in a variety of career fields and there are no restrictions on grade levels or job series
4. Resumes, candidate write-ups, and interview notes are readily available
5. Candidates may be hired for temporary work or permanent work
6. Searches can be generated based on specified criteria, including: geographical location preference, post-secondary school, major, job, type of preferred appointment (summer only, permanent only, or both), etc.

For this reporting period, NAVFAC had no candidates recruited for WRP; however, we have great expectations for the WRP Program viability for FY21.

In an effort to hire and retain applicants/candidates, and interns with disabilities, the EEO Office will continue to coordinate with HR staff and the WRP Program to increase participation in the future.

Personal Assistance Services (PAS)

In FY19, NAVFAC Headquarters EEO office established a contract to support Personal Assistance Services as required by 29 Code of Federal Regulations (C.F.R.) § 1614.203(d)(5), a regulation implementing Section 501 of the Rehabilitation Act of 1973, as amended. Federal agencies are required to provide Personal Assistance Services (PAS), within their organizations in addition to reasonable accommodation(s) to those with targeted (severe) disabilities unless doing so would impose an undue hardship. NAVFAC affirms its commitment in addition to the Department of the Navy (DON) in providing PAS so that employees who cannot be at work without PAS may enjoy the opportunities and benefits of employment. NAVFAC is the first SYSCOM to have implemented this within the Department of the Navy.

PAS allows an assistant to help individuals to perform activities of daily living that the individual would typically perform if he or she did not have a disability, such as removing and putting on clothing, eating, and using the restroom. During the FY20 Reporting Year, NAVFAC Employees continue to benefit from NAVFAC's full implementation of the PAS Services program.

Also, during the reporting period, employees were encouraged to update their MYBIZ and TWMS accounts for self-identification in accordance with 41 CFR, 60-741.42 (Invitation to Self-Identification) and Schedule A(u) Hiring Authority (256 Form) through the use of the internal media announcements and DFAS notifications to the workforce.

Achievement of Excellence

As NAVFAC strides towards achieving a Model EEO Program compliant to the Self-Assessment Checklist for outstanding accomplishments, NAVFAC HQ EEO recognized the value added by way of placing an emphasis on:

- I. Knowing what our mission is
- II. Knowing what success is
- III. Understanding how to measure success
- IV. Developing Key Performance Indicators (KPI's)

With this as our adopted model, we recognize the measurement of success through the accomplishments of our own dedicated champions of the EEO Process.

NAVFAC Facilities Engineering Systems Command Office(s) Excellence in Facilitating The EEO Discrimination Complaint Administrative Process:

Compliant to 29 Code of Federal Regulations (C.F.R.)§ 1614.203 (d)(5) which states in part that Federal Agencies are required to afford employees the EEO Discrimination Complaint Administrative Process (EEO Complaint Process).

HQ NAVFAC affirms its commitment in providing the EEO Complaint Process for those who believe that the terms, conditions or privileges of their employment have been adversely impacted based on one or more of the prohibited factors covered under the Civil Rights Act of 1964 (as amended).

The EEO Complaint Process is comprised of two segments, the informal and formal processes -compliant to Equal Employment Opportunity Commission (EEOC) Regulatory Guidance – Management Directive 110 (MD-110). The success of NAVFAC FECs is quantitatively measured using the FY20 quarterly analytic measures, which reflect sustained stellar as well as significant progressing and performance.

HQ NAVFAC metrics are reflected on the quarterly Business Management Board (BMB) briefings which are comprised of two segments (Complaints and Reportable Contacts). Our Chief Management Officer (CMO), Mr. Paul Pollock, conducts the BMB Briefings.

Complaints Process Measures:

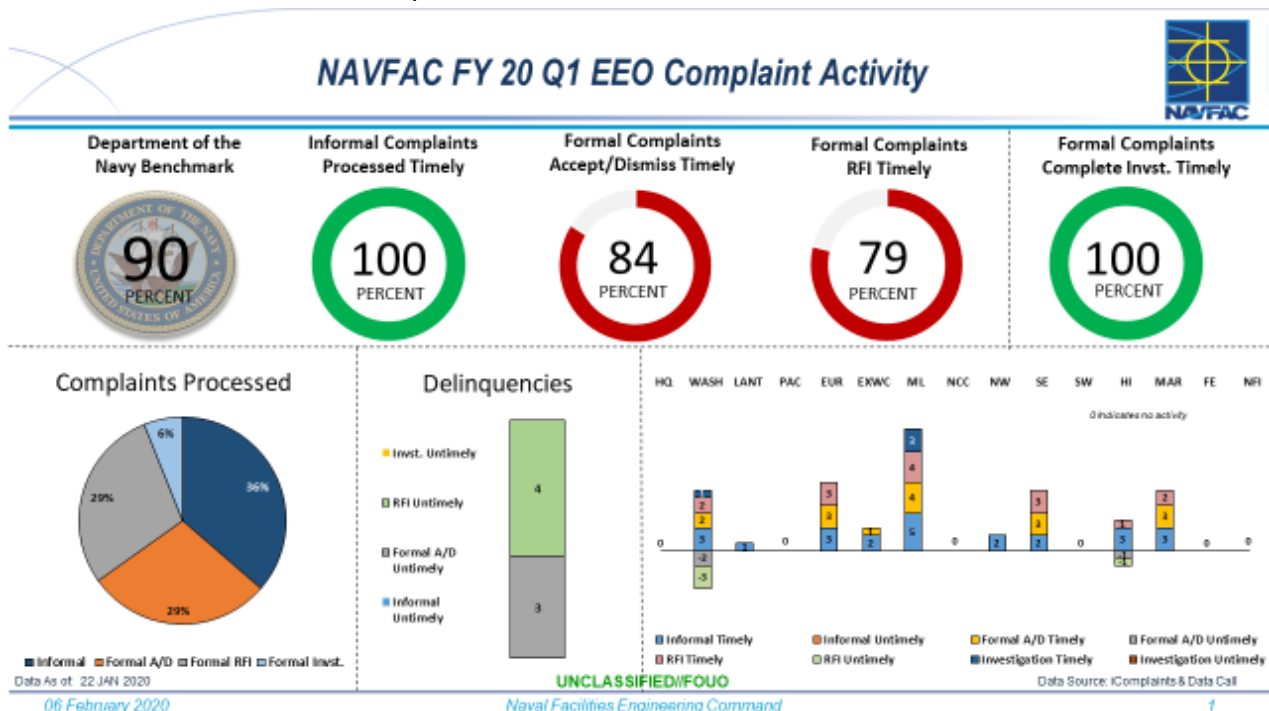
Informal Complaints Processed Timely

Formal Complaints (Accept/Dismiss) Processed Timely

Formal Complaints Requests for Investigator (RFI) Timely

NAVFAC was the first to develop and track a metric to ensure how well we reach the various communities,

which we support for EEO Complaint Activity. Over the course of the FY, we



significantly improved administrative processing times for informal and formal complaints compared to the 90% DON Benchmark.

The formal complaints investigations segment of the administrative process is outsourced to IRD (Investigations and Resolutions Division).

FY20 Q3 NAVFAC EEO Complaint Activity



Department of the Navy Benchmark



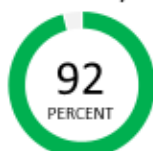
Informal Complaints Processed Timely



Formal Complaints Accept/Dismiss Timely



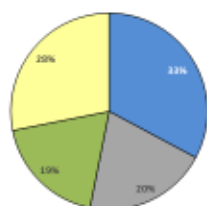
Formal Complaints RFI Timely



Formal Complaints Complete Invst. Timely

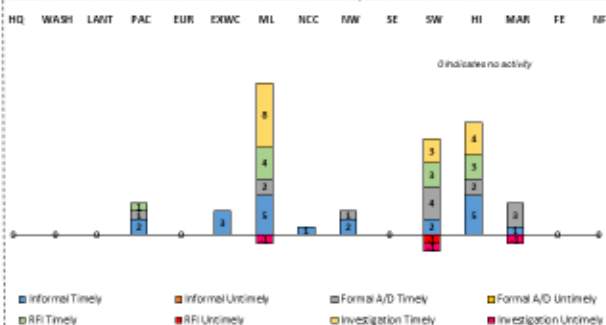


Complaints Processed



Informal Formal A/D Formal RFI Formal Invst.

Delinquencies



Data As of: 15 JUL 2020

Data Source: iComplaints & Data Call

FY20 Q4 NAVFAC EEO Complaint Activity



Department of the Navy Benchmark



Informal Complaints Processed Timely



Formal Complaints Accept/Dismiss Timely



Formal Complaints RFI Timely



Formal Complaints Complete Invst. Timely

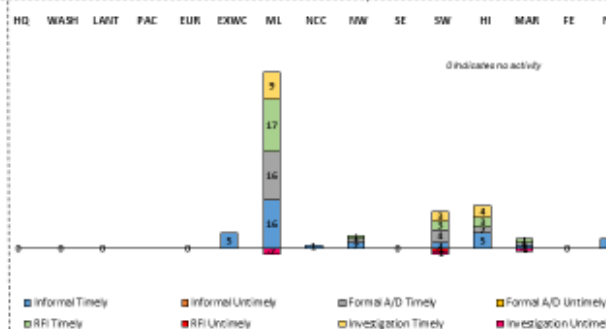


Complaints Processed



Informal Formal A/D Formal RFI Formal Invst.

Delinquencies



Data As of: 1 NOV 2020

Data Source: iComplaints & Data Call

Data As of: 22 APR 2020

Data Source: iComplaints & Data Call

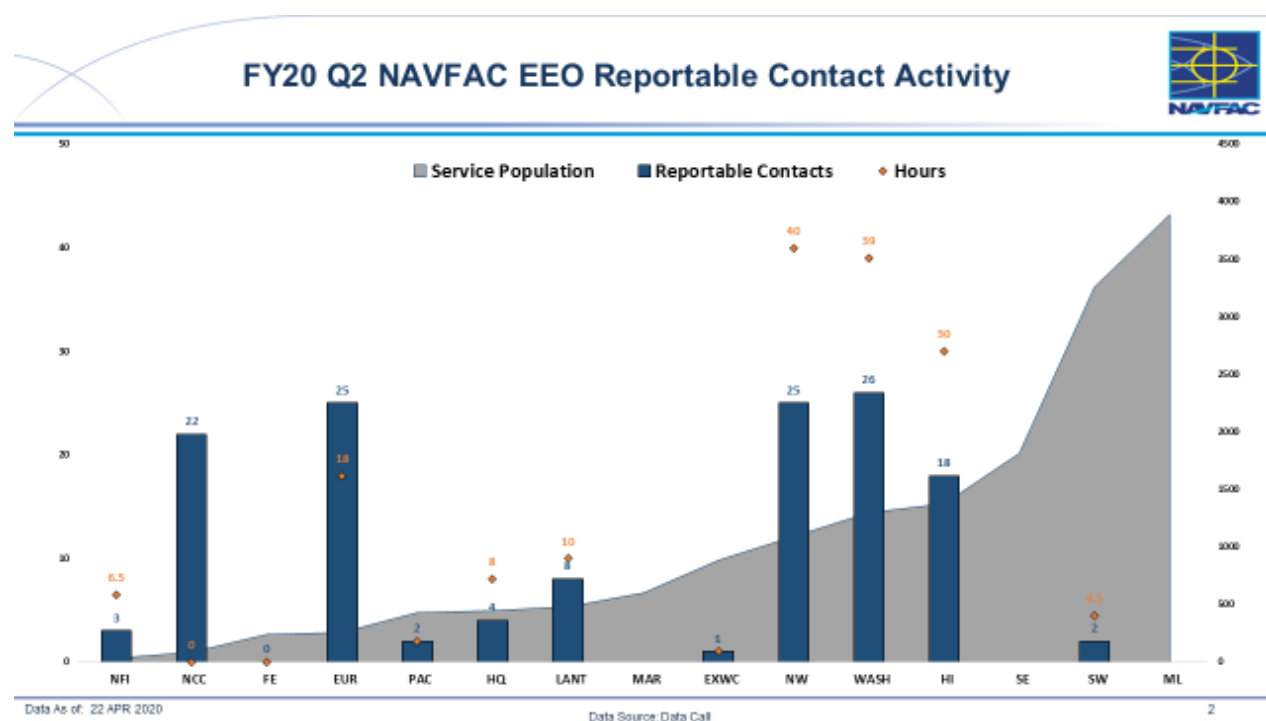
Reportable Contact:

Reportable Contacts Made

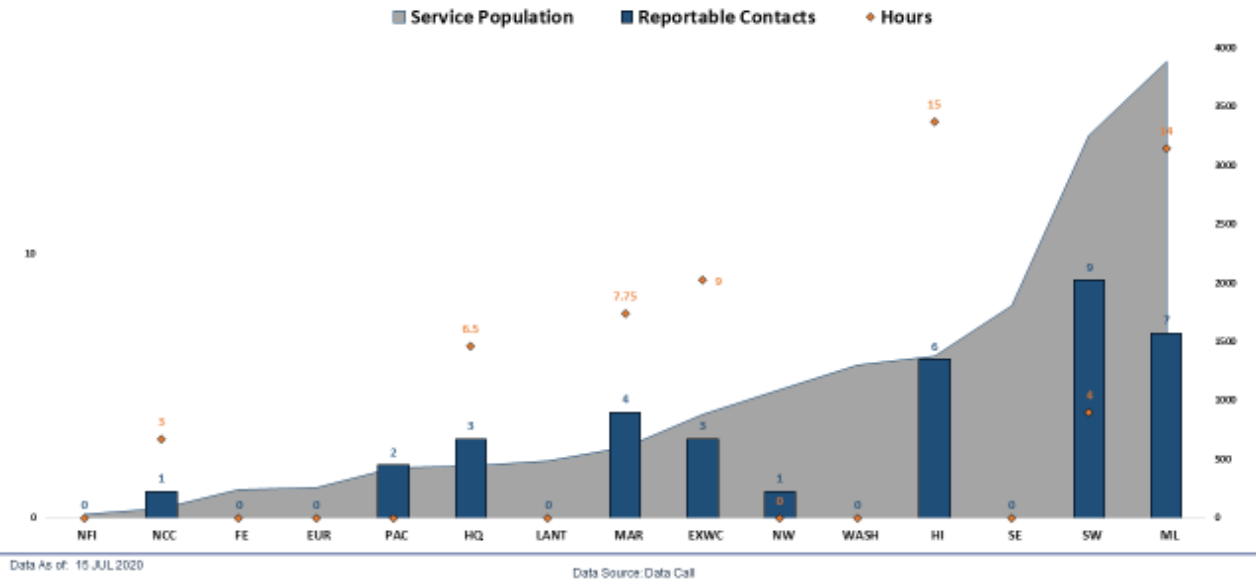
Hours Expended

AVFAC was the first to develop and track a metric to ensure how well we reach the various communities, which we support for EEO Complaint Activity. Over the course of the FY, we significantly improved administrative processing times for informal and formal complaints compared to the 90% DON Benchmark. The formal complaints investigations segment of the administrative process is outsourced to IRD (Investigations and Resolutions Division).

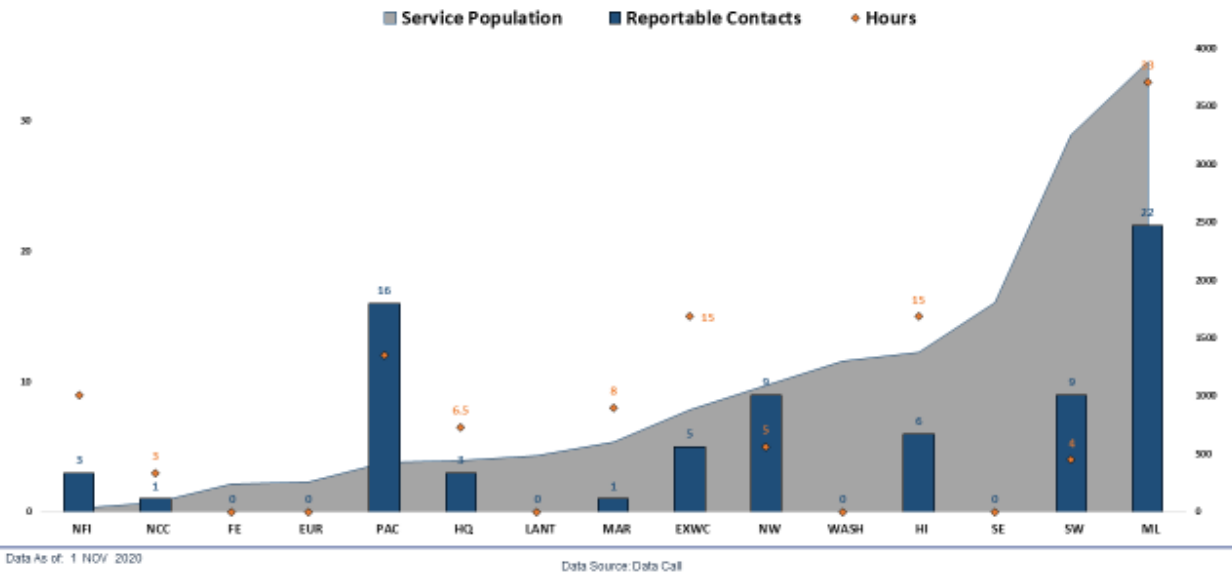
Reportable Contacts reflect billable hours (In person, Telephonic or Email Interaction) expended by FEC Program Offices, in educating employees and managers regarding the added value of the EEO Program services and products. Reportable contact metrics started to be tracked during FY20 Q2.



FY20 Q3 NAVFAC EEO Reportable Contact Activity



FY20 Q4 NAVFAC EEO Reportable Contact Activity



We would like to turn the spotlight of Success Highlights to recognition of the following NAVFAC EEO Employees and NAVFAC Associates:



Cheryl McGuire
Deputy Director Equal Employment Opportunity
NAVFAC SW, San Diego, CA
2019 Leadership Development Program Participant

NAVFAC recognizes the outstanding professional achievements of Ms. McGuire, recipient of the 2020 Civilian Service Commendation medal. Serving NAVFAC Southwest since 2015 as the Deputy Director, EEO, Ms. McGuire has spearheaded inclusion of Diversity initiatives in EEO strategic planning efforts at NAVFAC SW and has achieved notable success in creating and delivering Diversity training and Diversity initiatives for various commands from 2007 to present.

McGuire, a 30 year civil service employee, has served as a specialist in both EEO and Human Resources. She's committed her considerable energy and enthusiasm to training all levels of employees in diversity and inclusion concepts, and designing facilitations and workshops that promote diversity in thought and action. She also promotes diversity initiatives, educating others (to include other Commands, the EEOC, FAA, and Forest service) through mediation and facilitation services she offers as a positive way of dealing with conflict between individuals or groups, often based on culture. She is a member of the NAVFAC Leadership Development Cadre, due to graduate this year, and of course she is on track!

"Cheryl represents the best of what the profession of Human Resources (HR) endeavors to be. She's self-motivated, customer-focused, and highly respected within her field of practice and beyond. A staunch advocate for her subordinate personnel, Cheryl's integrity and leadership are a valued commodity at Naval Facilities Engineering Systems Command (NAVFAC) Southwest" McGuire currently leads a team of 6 EEO specialists, administrative staff and interns in the HR development program at NAVFAC SW. The team provides a complete spectrum of services in EEO, including proactive prevention of discrimination through training and workshops, Diversity Management through training and events, assessment of the Command's strengths and areas of challenge and efforts to address the non-diverse areas. Ms. McGuire also provides training in diversity and conflict management, Reasonable Accommodation, communication and all subjects EEO. She is an expert mediator and facilitator, resolving conflicts for the Department of the Navy on a frequent basis. In closing, Cheryl's considerable talents bring credit to NAVFAC as a whole, and to the Department of the Navy.



Angela L. Sikora
OCHR HR Specialist Intern
NAVFAC, HQ EEO, Washington D.C.

Angela L. Sikora currently serves as Department of the Navy's OCHR Human Resources Specialist Intern within the EEO HQ Office under the supervisory guidance of Mrs. Karen Saunders in Washington, DC. She is presently in the beginning of her internship program with the Department of the Navy and is expected to graduate in 2021 to early 2022. Angela has obtained her Bachelors of Arts Degree in Social Work with a minor in Psychology and graduated as Cum Laude in May 2019 from Salisbury University located in Salisbury, Maryland. During her sophomore, junior, and senior year, Angela had volunteered and worked at various locations within the local community. Her senior year of college consisted of a year-long internship position where she had shadowed a licensed Social Worker at an in-patient forensic psychiatric hospital in Cambridge, Maryland. From her internship, Angela gained superb exposure into the world of Social Work. However, it was during this time that she had acquired an interest in all-things Human Resources related. Subsequently, Angela had made a momentous decision to ultimately redirect her career path, bringing her to where she is today. Upon graduating, she began seeking a plethora of opportunities to build her experience within the Human Resources field. Angela had enrolled into an online Human Resources Essentials Certificate program through e-Cornell and obtained this certificate in October 2019. Additionally, she had accepted a job as a Human Resources Generalist for a brief period of time before joining the Department of the Navy. Angela aspires to learn as much as she can in all things HR-related, and is determined to become extremely well-rounded in the topic of Human Resources. Ms. Sikora is originally from Mt. Airy, Maryland, where she had resided her entire life until moving away to attend college at Salisbury University – about 3 years ago. During her time in college, she became a member of the National Honors Society for Social Work – Phi Alpha – as well as being an active member of Salisbury's SHRM club. In her spare time, Angela enjoys working out, exploring new places, traveling / going on road trips, and spending time with her family.



Andrew C. Hawkins, Jr.
EEO Specialist Intern
Pathways Program
NAVFAC, HQ EEO, Washington D.C.

Through participation in the Pathways Intern Program, I have been fortunate enough to be introduced to the career field of Equal Employment Opportunity. Throughout my time here at NAVFAC HQ, the staff has provided me with an abundance of experience varying from Data analytics to Complaint processing. I was able to serve as the Acting Washington Facilities Engineering Command DDEEO during the interim departure of the previous DDEEO, which provided me with hands on experience supporting advisory services to various clients during the complaint process. I was also able to address EEO Complaints Correspondence to provide a more clear and concise method of communication to various clients. Using the skills obtained, and with my background in design, I was able to create and distribute the new cover page for the MD-715 report. I regularly work with data metrics relating to iComplaints, ADR and Reasonable Accommodations and I assist in consolidating said data into graphs and charts that are presented to Senior Executives. Within the next year, I hope to expand on my experience in data analytics.

NAVFAC Engineers of the Year

NAFSEC is pleased to announce that Mr. Joshua I. Henson from NAVFAC EXWC and CDR Roberto Alvarado from NAVFAC Headquarters were selected as the 2021 NAVFAC Civilian and Military Engineers of the Year!

We are truly fortunate to have extraordinary engineers who serve NAVFAC and the Navy with selfless dedication and technical superiority. They continue to build on our 178-year legacy of outstanding support to the Navy and Marine Corps. Our NAVFAC Engineers of the Year were selected from a group of exceptional candidates. This year we had stiff competition and the decision was very difficult, as such, we would like to personally extend a hearty "Well Done" to all of NAFSEC HQ nominees:

NAVFAC Headquarters: Lee David Pearce

Work Force Barrier Analysis Team (WBAT)

NAVFAC HQ established a Workforce Barrier Analysis Team (WBAT) during this reporting period to assist in their barrier analysis efforts to achieve the Commands targeted goals for employment of IWTD. The Workforce Barrier Analysis Team (WBAT), was established during the reporting period and has proven to be useful in providing assistance in reviewing workforce analytics to achieve the Command's targeted goals for employment of IWTD. The WBAT focus and scope are planned to provide analysis of best practices, barrier identification and analytical process improvement, which will increase internal and external communications. The WBAT team consists of the following: HR Analyst (Enterprise Workforce Planning) and Business Analytics Division Analyst (BD51). Oversight for the team was provided by the NAVFAC HQ EEO Affirmative Employment Manager.

Reasonable Accommodation Process

The standardized reasonable accommodation tracking spreadsheet that was implemented during the FY15 reporting period and continues to generate positive results by way of KPI's, pinpointing areas for improvement in the Reasonable Accommodation (RA) process during the FY20 reporting period. The use of the standardized tracking NEAT database has allowed some of the FECs to identify areas of improvements in their reasonable accommodation processing. As a result, significant progress has been achieved in processing reasonable accommodation request in a timely manner.

NAVFAC continues to enhance its products and services using marketing and social media tools such as Facebook and Twitter to reach targeted and non-targeted groups of individuals with disabilities to educate about the different resources offered for reasonable accommodations.

EEO Program Status Report

FY 2020

Part F

Certification of Establishment Of Continuing EEO Program

EEOC FORM
715-01 PART F
U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

**CERTIFICATION of ESTABLISHMENT of CONTINUING
EQUAL EMPLOYMENT OPPORTUNITY PROGRAMS**

I, **RADM John W. Korka** am the Principal EEO Director/Official for
**The Naval Facilities Engineering Systems
Command.**

The agency has conducted an annual self-assessment of Section 717 and Section 501 programs against the essential elements as prescribed by EEO MD-715. If an essential element was not fully compliant with the standards of EEO MD-715, a further evaluation was conducted and, as appropriate, EEO Plans for Attaining the Essential Elements of a Model EEO Program, are included with this Federal Agency Annual EEO Program Status Report.

The agency has also analyzed its work force profiles and conducted barrier analyses aimed at detecting whether any management or personnel policy, procedure or practice is operating to disadvantage any group based on race, national origin, gender or disability. EEO Plans to Eliminate Identified Barriers, as appropriate, are included with this Federal Agency Annual EEO Program Status Report.

I certify that proper documentation of this assessment is in place and is being maintained for EEOC review upon request.

SAUNDERS.KAREN.^{Di}
SAUNDERS.KAREN.BONITA.123 Date: 2020.12.17

Signature of Principal EEO Director/Official
Certifies that this Federal Agency Annual EEO
Program Status Report is in compliance with EEO
MD-715.

Date

LATORRE
ER.A.10130 Digitally signed
by Date: 2020.12.17

Signature of Agency Head or Agency Head
Designee

Date

EEO Program Status Report

FY 2020

Part G

Self-Assessment Checklist

#	EEOC Elements				COMMAND-LEVEL QUESTIONS	Has measure been met?		Comments
						Yes	No	
1	A	1	a	0	Does the command annually issue a signed and dated EEO policy statement on command letterhead that clearly communicates the command's commitment to EEO for all employees and applicants? If "yes", please provide the annual issuance date in the comments column	X		RADM Korka came on board on 19 Oct 2018 and signed the policy on 19 Oct 2018.
2	A	2	a	1	Does the command disseminate the following policies and procedures to all employees: Anti- harassment policy? [see MD 715, II(A)]	X		
3	A	2	a	2	Does the command disseminate the following policies and procedures to all employees: Reasonable accommodation procedures? [see 29 C.F.R § 1614.203(d)(3)]	X		The Reasonable Accommodation Policy Procedures were coordinated through OCHR, DPM Manager and submitted to NAVFAC and SECNAV. Copies of the Commander's Policies are posted on the EEO Portal for all employees.
4	A	2	b	1	Does the command prominently post the following information throughout the workplace and on its public website: The business contact information for its EEO Counselors, EEO Officers, Special Emphasis Program Managers, and EEO Director? [see 29 C.F.R § 161	X		

5	A	2	b	2	Does the command prominently post the following information throughout the workplace and on its public website: Written materials concerning the EEO program, laws, policy statements, and the operation of the EEO complaint process? [see 29 C.F.R § 1614.102	X	<p><i>EEO Process is briefed to employees during the following times throughout the Coverage Year:</i></p> <ul style="list-style-type: none"> <i>• Supervisory/employee training Performance Feedback/Counseling sessions</i> <i>• Regular recurring basis during New Employee Orientation</i> <i>• DEOCS Climate Survey Focus Groups (Six Sessions Conducted during the Coverage Year)</i> <i>• EEO Posters are also placed in strategic positions around the Command as well as on official bulletin boards.</i> <i>• Copies of the Commander's Policies are posted on the NAVFAC Portal for all employees.</i>
6	A	2	b	3	Does the command prominently post the following information throughout the workplace and on its public website: Reasonable accommodation procedures? [see 29 C.F.R. § 1614.203(d)(3)(i)] If so, please provide the internet address in the comments column.	X	<p>https://www.NAVFAC.navy.mil/general_info/sw_NH_RA_Brochure_2017</p>

7	A	2	c	1	Does the command inform its employees about the following topics: EEO complaint process? [see 29 CFR §§ 1614.102(a) (12) and 1614.102(b)(5)] If “yes”, please provide how often.	X	<p><i>EEO Process is briefed to employees during the following times throughout the Coverage Year:</i></p> <ul style="list-style-type: none"> <i>• Supervisory/employee training Performance Feedback/Counseling sessions</i> <i>• Regular recurring basis during New Employee Orientation</i> <i>• DEOCS Climate Survey Focus Groups (Sessions Conducted during the Coverage Year)</i> <i>• EEO Posters are also placed in strategic positions around the Command as well as on official bulletin boards.</i> <i>• Copies of the Commander's Policies are posted on the NAVFAC Portal for all employees.</i> <i>• Command Infomercials are broadcast displayed on NAVFACs Internal Digital TV Broadcasting Monitor System (NERDS System), strategically installed/located throughout the NAVFAC HQ Building.</i>
---	---	---	---	---	--	---	---

8	A	2	c	2	Does the command inform its employees about the following topics: ADR process? [see MD-110, Ch. 3(II)(C)] If “yes”, please provide how often.	X	<p><i>EEO Process is briefed to employees during the following times throughout the Coverage Year:</i></p> <ul style="list-style-type: none"> • <i>Supervisory/employee training Performance Feedback/Counseling sessions</i> • <i>Regular recurring basis during New Employee Orientation</i> • <i>DEOCS Climate Survey Focus Groups (Six Sessions Conducted during the Coverage Year)</i> • <i>EEO Posters are also placed in strategic positions around the Command as well as on official bulletin boards.</i> • <i>Copies of the Commander's Policies are posted on the NAVFAC Portal for all employees.</i>
9	A	2	c	3	Does the command inform its employees about the following topics: Reasonable accommodation program? [see 29 CFR § 1614.203(d)(7)(ii)(C)] If “yes”, please provide how often.	X	<p><i>EEO Process is briefed to employees during the following times throughout the Coverage Year:</i></p> <ul style="list-style-type: none"> • <i>The Reasonable Accommodation Policies and Interactive Reasonable Accommodation Team Established by NAVFAC HQ EEO ensure that employees are serviced within the Command.</i>
10	A	2	c	5	Does the command inform its employees about the following topics: Behaviors that are inappropriate in the workplace and could result in disciplinary action? [5 CFR § 2635.101(b)] If “yes”, please provide how often.	X	<p><i>Conducted through quarterly training on Ant-harassment, acceptable behavior and discriminatory practices in accordance with Title VII.</i></p> <p><i>NAVFAC HQ EEO was successful in establishing a foothold topic related</i></p>

								<i>workforce training through executing 3 Diversity & Inclusion Training Sessions (Title: Work Place Bias, Cultural Competence and Unconscious Bias), educating the NAVFAC workforce on diversity and Inclusion. Future workforce training sessions will be conducted congruent to the Executive Order, DON and OPM guidance forthcoming.</i>
11	A	3	a	0	Does the command provide recognition to employees, supervisors, managers, and units demonstrating superior accomplishment in equal employment opportunity? [see 29 CFR § 1614.102(a) (9)] If “yes”, provide one or two examples in the comments section.	X		<i>NAVFAC Command recognizes the individual employee contributions to the EEO program, through recognition via the Non- Monetary Award, Policy statements.</i>
12	A	3	b	0	Does the command utilize the Federal Employee Viewpoint Survey or other climate assessment tools to monitor the perception of EEO principles within the workforce? [see 5 CFR Part 250]	X		Annual Viewpoint Survey is currently underway during FY20. NAVFAC HQ EEO conducted a total of 8 Climate Survey follow-up sensing sessions which provided useful real-time employee feedback relative to the Viewpoint Survey.
13	B	3	b	0	Does the command’s current strategic plan reference EEO / diversity and inclusion principles? [see MD-715, II(B)] If “yes”, please identify the EEO principles in the strategic plan in the comments column.	X		This effort is conducted at the HQ level.

14	B	4	a	1	Pursuant to 29 CFR §1614.102(a)(1), has the command allocated sufficient funding and qualified staffing to successfully implement the EEO program, for the following areas: To conduct a self-assessment of the command for possible program deficiencies? [see MD-715, II(D)]	X		<i>Compliance is achieved based on the utilization of collateral duty volunteers who assist in supporting our program compliant to the Six Essential Elements of a Model EEO Program.</i> We are structured at 80% as a level of effort through risk assessment in accordance to our BOP.
15	B	4	a	2	Pursuant to 29 CFR §1614.102(a)(1), has the command allocated sufficient funding and qualified staffing to successfully implement the EEO program, for the following areas: To enable the command to conduct a thorough barrier analysis of its workforce? [see MD-715, II(B)]	X		<i>Compliance is achieved based on the utilization of collateral duty volunteers who assist in supporting our program compliant to the Six Essential Elements of a Model EEO Program.</i>
16	B	4	a	3	Pursuant to 29 CFR §1614.102(a)(1), has the command allocated sufficient funding and qualified staffing to successfully implement the EEO program, for the following areas: To timely, thoroughly, and fairly process EEO complaints, including EEO counseling, investigations, final command decisions, and legal sufficiency reviews? [see 29 CFR § 1614.102(c)(5) & 1614.105(b) – (f); MD-110, Ch. 1(IV)(D) & 5(IV); MD-715, II(E)]	X		

17	B	4	a	4	Pursuant to 29 CFR §1614.102(a)(1), has the command allocated sufficient funding and qualified staffing to successfully implement the EEO program, for the following areas: To provide all supervisors and employees with training on the EEO program, including but not limited to retaliation, harassment, religious accommodations, disability accommodations, the EEO complaint process, and ADR? [see MD-715, II(B) and III(C)] If not, please identify the type(s) of training with insufficient funding in the comments column.	X		NAVFAC is compliant in providing the required training. We are able to provide all supervisor and employees training through the TWMS automation database. In addition, the benefit of face-to-face training remains invaluable and more desirable.
18	B	4	a	5	Pursuant to 29 CFR §1614.102(a)(1), has the command allocated sufficient funding and qualified staffing to successfully implement the EEO program, for the following areas: To conduct thorough, accurate, and effective field audits of the EEO programs in components and the field offices, if applicable? [see 29 CFR §1614.102(c)(2)]	X		Command is considering developing field audits and inspections utilizing telecommunications and MS Teams.
19	B	4	a	6	Pursuant to 29 CFR §1614.102(a)(1), has the command allocated sufficient funding and qualified staffing to successfully implement the EEO program, for the following areas: To publish and distribute EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures)? [see MD-715, II(B)]	X		

20	B	4	a	7	Pursuant to 29 CFR §1614.102(a)(1), has the command allocated sufficient funding and qualified staffing to successfully implement the EEO program, for the following areas: To maintain accurate data collection and tracking systems for the following types of data: complaint tracking, workforce demographics, and applicant flow data? [see MD-715, II(E)]. If not, please identify the systems with insufficient funding in the comments section.	X		<i>As noted "2020 Lesson Learned", HQ and the FECs have significantly improved the processes required to apply for and maintain the accesses necessary to retrieve data analytics provided by:HR Link, iComplaints, TWMS, DON Tracker for complaint and workforce demographics data. NAVFAC has received excellent support from CIO and HR Directorates for the successes realized in this category.</i>
21	B	4	a	8	Pursuant to 29 CFR §1614.102(a)(1), has the command allocated sufficient funding and qualified staffing to successfully implement the EEO program, for the following areas: To effectively administer its special emphasis programs (such as, Federal Women's Program, Hispanic Employment Program, and People with Disabilities Program Manager)? [5 USC § 7201; 38 USC § 4214; 5 CFR § 720.204; 5 CFR § 213.3102(t) and (u); 5 CFR § 315.709]	X		NAVFAC SES Champions successfully executed SEP programs during the FY, per the Executive Director's requirement for planning and execution.
22	B	4	a	10	Pursuant to 29 CFR §1614.102(a)(1), has the command allocated sufficient funding and qualified staffing to successfully implement the EEO program, for the following areas: To effectively manage its reasonable accommodation program? [see 29 CFR § 1614.203(d)(4)(ii)]	X		<i>This year the development of our OCHR Intern and Subject Matter Expert (SME) (now with NAVFAC WASH) sustains RA and PAS Services Processing. This requirement has been projected within POM 21 and has changed from No to Yes for previous coverage years.</i>

23	B	4	a	1 1	Pursuant to 29 CFR §1614.102(a)(1), has the command allocated sufficient funding and qualified staffing to successfully implement the EEO program, for the following areas: To ensure timely and complete compliance with EEOC orders? [see MD-715, II(E)]	X		
24	B	4	b	0	Does the EEO office have a budget that is separate from other offices within the command? [see 29 CFR § 1614.102(a)(1)]	X		The EEO budget is a distinct part of the Business Directorate budget.
25	C	1	a	0	Does the command regularly assess its component and field offices for possible EEO program deficiencies? [see 29 CFR §1614.102(c)(2)] If "yes", please provide the schedule for conducting audits in the comments section.	X		This effort is conducted at the HQ IG level and Staff Assistance Visits on a required basis. Command is currently conducting inspections via telecommunications, staff assistance visits and IG Inspections by MS Teams due to COVID-19.
26	C	1	b	0	Does the command regularly assess its component and field offices on their efforts to remove barriers from the workplace? [see 29 CFR §1614.102(c)(2)] If "yes", please provide the schedule for conducting audits in the comments section.	X		This effort is conducted per evaluations, surveys, and assessments at the HQ level quarterly. Command is currently conducting audits and reviews through MS Teams and telephonically.
27	C	2	b	3	Does the command ensure that job applicants can request and receive reasonable accommodations during the application and placement processes? [see 29 CFR 1614.203(d)(1)(ii)(B)]	X		

28	C	2	b	5	Does the command process all accommodation requests within the time frame set forth in its reasonable accommodation procedures? [see MD- 715, II(C)] If “no”, please provide the percentage of timely-processed requests in the comments column.		X	Reasonable Accommodation (RA) requests are timely processed 87% of the time for FY 2020. The FY2019 Metric was 80 %. Building Accessibility is in the implementation phase for Reasonable Accommodations/SOP.
29	C	4	b	0	Has the command established timetables/schedules to review at regular intervals its merit promotion program, employee recognition awards program, employee development/training programs, and management/personnel policies, procedures, and practices for systemic barriers that may be impeding full participation in the program by all EEO groups? [see MD-715 Instructions, Sec. I]	X		Position Management Board meets twice a month to discuss Total Force issues. Human Capital Board meets twice a month to discuss HR issues and assessment of programs.
30	C	5	b	0	When appropriate, does the command discipline or sanction managers and employees for discriminatory conduct? [see 29 CFR §1614.102(a)(6)] If “yes”, please state the number of disciplined/sanctioned individuals during this reporting period in the comments.	X		There were no disciplinary actions or sanctioned individuals during this reporting period.

31	C	5	c	0	If the command has a finding of discrimination (or settles cases in which a finding was likely), does the command inform managers and supervisors about the discriminatory conduct? [see MD-715, II(C)]	X		
32	D	1	b	0	Does the command regularly use the following sources of information for trigger identification: workforce data; complaint/grievance data; exit surveys; employee climate surveys; focus groups; affinity groups; union; program evaluations; special emphasis programs; reasonable accommodation program; anti-harassment program; and/or external special interest groups? [see MD-715 Instructions, Sec. I]	X		
33	D	1	c	0	Does the command conduct exit interviews or surveys that include questions on how the command could improve the recruitment, hiring, inclusion, retention and advancement of individuals with disabilities? [see 29 CFR 1614.203(d)(1)(iii)(C)]	X	Presently the exit interview process is conducted 50% of time consistently across the SYSCOM. This percentage accomplishment reflects a percentage increase compared to previous years.	
34	D	2	a	0	Does the command have a process for analyzing the identified triggers to find possible barriers? [see MD-715, (II)(B)]	X		
35	D	2	b	0	Does the command regularly examine the impact of management/personnel policies, procedures, and practices by race, national origin, sex, and disability? [see 29 CFR §1614.102(a)(3)]	X	Conducted through quarterly training on Ant-harassment, acceptable behavior and discriminatory practices in accordance with Title VII. NAVFAC HQ EEO was successful in establishing a foothold topic related	

								<i>workforce training through executing 3 Diversity & Inclusion Training Sessions (Title: Work Place Bias, Cultural Competence and Unconscious Bias), educating the NAVFAC workforce on diversity and Inclusion. Future workforce training sessions will be conducted congruent to the Executive Order, DON and OPM guidance forthcoming.</i>
36	D	2	c	0	Does the command consider whether any group of employees or applicants might be negatively impacted prior to making human resource decisions, such as re-organizations and realignments? [see 29 CFR §1614.102(a)(3)]	X		
37	D	2	d	0	Does the command regularly review the following sources of information to find barriers: complaint/grievance data, exit surveys, employee climate surveys, focus groups, affinity groups, union, program evaluations, anti-harassment program, special emphasis programs, reasonable accommodation program; anti-harassment program; and/or external special interest groups? [see MD-715 Instructions, Sec. I] If “yes”, please identify the data sources in the comments column.	X		Complaint data, RA program data, and climate surveys.
38	D	3	b	0	If the command identified one or more barriers during the reporting period, did the command implement a plan in Part I, including meeting the target dates for the planned activities? [see MD- 715, II(D)]	X		

39	D	3	c	0	Does the command periodically review the effectiveness of the plans? [see MD-715, II(D)]	X		
40	D	4	d	0	Has the command taken specific steps that are reasonably designed to increase the number of persons with disabilities or targeted disabilities employed at the command until it meets the goals? [see 29 CFR 1614.203(d)(7)(ii)]	X		
41	E	1	b	0	Does the command provide written notification of rights and responsibilities in the EEO process during the initial counseling session, pursuant to 29 CFR §1614.105(b)(1)?	X		
42	E	1	e	0	Does the command ensure all employees fully cooperate with EEO counselors and EEO personnel in the EEO process, including granting routine access to personnel records related to an investigation, pursuant to 29 CFR §1614.102(b)(6)?	X		
43	E	1	j	0	If the command uses contractors to implement any stage of the EEO complaint process, does the command hold them accountable for poor work product and/or delays? [See MD-110, Ch. 5(V)(A)] If “yes”, please describe how in the comments column.	X		No contractors have been used during the FY20 Coverage Year.
44	E	1	k	0	If the command uses employees to implement any stage of the EEO complaint process, does the command hold them accountable for poor work product and/or delays during performance	X		

					review? [See MD-110, Ch. 5(V)(A)]			
45	E	1	I	0	Does the command submit complaint files and other documents in the proper format to EEOC through the Federal Sector EEO Portal (FED SEP)? [See 29 CFR § 1614.403(g)]	X		
46	E	2	a	0	Has the command established a clear separation between its EEO complaint program and its defensive function? [see MD-110, Ch. 1(IV)(D)]	X		
47	E	2	b	0	When seeking legal sufficiency reviews, does the EEO office have access to sufficient legal resources separate from the agency representative? [see MD-110, Ch. 1(IV)(D)] If “yes”, please identify the source/location of the attorney who conducts the legal sufficiency review in the comments column.	X		Legal reviews are conducted by Counsel at NAVFAC Northwest
48	E	2	d	0	Does the command ensure that its agency representative does not intrude upon EEO counseling, investigations, and final command decisions? [see MD-110, Ch. 1(IV)(D)]	X		
49	E	3	b	0	Does the command require managers and supervisors to participate in ADR once it has been offered? [see MD-715, II(A)(1)]	X		
50	E	3	d	0	Does the command ensure a management official with settlement authority is accessible during the dispute resolution	X		

					process? [see MD-110, Ch. 3(III)(A)(9)]			
51	E	3	e	0	Does the command prohibit the responsible management official named in the dispute from having settlement authority? [see MD-110, Ch. 3(I)]	X		NAVFAC Command appoints the Management Settlement Authority for mediations and settlement agreements.
52	E	2	c	0	Does the attorney that does legal sufficiency review serve as an agency representative?		X	The legal review function is separated from the Command per MD-110 guidance or individual FEC.
53	E	1	a	0	Does the command issue the notice of right to file on or before the 30th day (if no extension was requested or granted or no ADR accepted), and issue the notice of right to file a formal complaint on or before the 90th day (where ADR was accepted or an extension granted)? In comment section, provide the number of complaints that fall in to the following categories as found in the 462 report, Part I - C: 1. Counseled Within 30 Days 2. Counseled Within 31 to 90 Days 2a. Counseled Within Written Extension Period No Longer Than 60 Days 2b. Counseled Within 90 Days Where Individual opted for ADR	X		1. 4 2. 2 2a. 2 2b. 2 See FY 2020 BMB Statistics at Part E – Achievement of Excellence.
					Participated in ADR 2c. Counseled Within 31-90 Days That Were Untimely 3. Counseled Beyond 90 Days			2c. 0 3. 2 See FY 2020 BMB Statistics at Part E – Achievement of Excellence.

54	E	1	c	0	Does the command issue acknowledgment letters immediately upon receipt of a formal complaint, pursuant to MD-110, Ch. 5(I)?	X		See FY 2020 BMB Statistics at Question 55.
55	E	1	f	0	Did the command issue all reports of investigation on or before 180 days (or, for when an extension was granted, on or before 270 days)? In the comment section, provide the number of complaints that fall in to the following categories as found in the 462 report, Part IX:1. Investigations Completed by Agency Personnel (a + b + c)1a. Investigations Completed in 180 Days or Less 1b. Investigations Completed in 181 - 360 Days 1b1. Timely Completed Investigations1b2. Untimely Completed Investigations1c. Investigations Completed in 361 or More Days2. Investigations Completed by Contractors (a + b + c)2a. Investigations Completed in 180 Days or Less 2b. Investigations Completed in 181 - 360 Days 2b1. Timely Completed Investigations2b2. Untimely Completed Investigations2c. Investigations Completed in 361 or More Days	X		1. 61 1a. 25 1b. 33 1b1. 27 1b2. 6 1c. 3 2. 0 2a. 1 2b. 3 2b1. 3 2b2. 0 2c. 0 <u>Business Management Board Metrics:</u> AVG (FY20 QI-QIV) Goal (90%) Inf. Comp. Timely Proc - <u>100%</u> Fml. Comp. (Acc/Dis) Timely Proc - <u>90%</u> Fml. Comp. RFI Timely - <u>83%</u> Fml. Comp. Completed Timely - <u>92%</u> See FY 2020 BMB Statistics at Part E – Achievement of Excellence.
56	E	1	g	0	If the command does not timely complete investigations, does the command issue the notice of untimely investigation letter (108(g) letter), which advises the complainant of rights to a hearing/FAD, on or before the 180th day if the investigation is not complete?	X		

57	F	2	a	1	When a complainant files a hearing, does the command upload the official case file in FEDSEP to EEOC within 15 days of receiving the <i>first</i> notification that the complainant requested a hearing? (i.e. Do NOT wait until receipt of acknowledgement of hearing notice.)	X		
58	F	2	a	3	When a complainant files an appeal, does the command upload the official case file in FEDSEP to EEOC within 30 days of the agency's <i>first</i> notification of the complainant filing an appeal? (i.e. Do NOT wait until receipt of acknowledgement of appeal notice.)	X		
59	E	1	d	0	Does the command issue acceptance letters/dismissal decisions within 30 days from the date of receipt of the formal complaint? In the comments section, provide (1) the number issued within 30 days and (2) not issued within 30 days of receipt of the formal complaint.	X		Accept/Dismiss letters were timely issued 90% of the time for FY20. The DON Goal is 90%.
60	B	4	d	0	Does the command ensure that all new counselors and investigators, including contractors and collateral duty employees, receive the required 32 hours of training, pursuant to Ch. 2(II)(A) of MD- 110? Commands must maintain copies of training certificates for all counselors and investigators for a period of three fiscal years.	X		

61	B	4	e	0	Does the command ensure that all experienced counselors and investigators, including contractors and collateral duty employees, receive the required 8 hours of annual refresher training, pursuant to Ch. 2(II)(C) of MD-110? Commands must maintain copies of training certificates for all counselors and investigators for a period of three fiscal years.	X		
62	B	1	d	0	Does the Principal EEO Official (i.e. CDEEOO/DEEOO) regularly participate in senior- level staff meetings concerning personnel, budget, technology, and other workforce issues? [see MD- 715, II(B)]	X		Monthly DON EEO Leaders Meeting
63	B	1	c	0	During this reporting period, did the Principal EEO Official (i.e. CDEEOO/DEEOO) present to the head of the command, and other senior management officials, the "State of the command" briefing covering the six essential elements of the model EEO program and the status of the barrier analysis process? [see MD-715 Instructions, Sec. I)] If "yes", please provide the date of the briefing in the comments column.	X		This effort is conducted at the HQ level, Weekly BD meetings; Monthly XO/Skipper Briefs, to present.
64	C	3	c	0	Does the Principal EEO Official (i.e. CDEEOO/DEEOO) recommend to the command head improvements or corrections, including remedial or disciplinary actions, for managers and supervisors who have failed in their EEO responsibilities? [see 29 CFR §1614.102(c)(2)]	X		None to date.

65	C	3	d	0	When the Principal EEO Official (i.e. CDEEOO/DEEOO) recommends remedial or disciplinary actions, are the recommendations regularly implemented by the command? [see 29 CFR §1614.102(c)(2)]	X		Yes for remedial actions
66	A	1	b	0	Does the EEO policy statement address all protected bases (age, color, disability, sex (including pregnancy, sexual orientation and gender identity), genetic information, national origin, race, religion, and reprisal) contained in the laws EEOC enforces?	X		
67	B	3	a	0	Do EEO program officials participate in command meetings regarding workforce changes that might impact EEO issues, including strategic planning, recruitment strategies, vacancy projections, succession planning, and selections for training/career development?	X		
68	B	6	a	0	Are senior managers involved in the implementation of Special Emphasis Programs? [see MD-715 Instructions, Sec. I]	X		Special Emphasis Programs are being conducted by SES <i>Champions Team</i> (Leadership) within the Command.
69	B	6	b	0	Do senior managers participate in the barrier analysis process? [see MD-715 Instructions, Sec. I]	X		The NAVFAC HQ Barrier Analysis Team reviews and analyzes AEP Program Data on a semi-annual basis.
70	B	6	c	0	When barriers are identified, do senior managers assist in developing command EEO action plans (Part I, Part J, or the Executive Summary)? [see MD-715 Instructions, Sec. I]	X		

71	B	6	d	0	Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into command strategic plans? [29 CFR § 1614.102(a)(5)]	X		
72	C	1	c	0	Do the component and field offices make reasonable efforts to comply with the recommendations of the field audit? [see MD- 715, II(C)]	X		
73	C	4	d	0	Does the HR office timely provide the EEO office access to other data (e.g., exit interview data, climate assessment surveys, and grievance data), upon request? [see MD-715, II(C)]	X		As noted "2020 Lesson Learned", HQ and the FECs have significantly improved the processes required to apply for and maintain accesses necessary to retrieve data analytics provided by:HR Link, iComplaints, TWMS and DON Tracker for complaint data, workforce demographics. NAVFAC has received excellent support from CIO and HR Directorates.
74	C	4	e	1	Pursuant to Section II(C) of MD-715, does the EEO office collaborate with the HR office to: Implement the Affirmative Action Plan for Individuals with Disabilities? [see 29 CFR §1614.203(d); MD-715, II(C)]	X		Staffing and Recruitment Branch
75	C	4	e	2	Pursuant to Section II(C) of MD-715, does the EEO office collaborate with the HR office to: Develop and/or conduct outreach and recruiting initiatives? [see MD-715, II(C)]	X		

76	C	4	e	4	Pursuant to Section II(C) of MD-715, does the EEO office collaborate with the HR office to: Identify and remove barriers to equal opportunity in the workplace? [see MD-715, II(C)]	X		
77	C	4	e	5	Pursuant to Section II(C) of MD-715, does the EEO office collaborate with the HR office to: Assist in preparing the MD-715 report? [see MD-715, II(C)]	X		
78	C	6	a	0	Does the EEO office provide management/supervisory officials with regular EEO updates on at least an annual basis, including EEO complaints, workforce demographics and data summaries, legal updates, barrier analysis plans, and special emphasis updates? [see MD- 715 Instructions, Sec. I] If “yes”, please identify the frequency of the EEO updates in the comments column.	X		CDEEO Briefs Command on a Semi-Annual Basis for the State of the Agency Brief.
79	C	6	b	0	Are EEO officials readily available to answer managers’ and supervisors’ questions or concerns? [see MD-715 Instructions, Sec. I]	X		Business Management Board Metrics consistently track Employee Reportable Contact Metrics. This number represents those employees seeking information from the EEO Office. For the current FY a total of 461 hours have been logged. For FY19 a total of 416 hours have been logged.
80	E	2	e	0	If applicable, are processing time frames incorporated for the legal counsel’s sufficiency review for timely processing of complaints? EEOC Report, Attaining a Model	X		

				command Program: Efficiency (Dec. 1, 2004)			
81				<p>Can the command identify all supervisors and managers of civilians, including military personnel assigned to those roles? “Supervisors” are any individuals (including military personnel and civilian employees) who are directly above one or more civilian employees in the organization, and provide them immediate oversight.</p> <p>“Managers” oversee civilians indirectly, through the employees’ immediate supervisors. Managers include all personnel in the management chain, up to and including the unit head, who are directly between any immediate supervisor and the unit head. Managers thus can also include both military personnel and civilian employees.</p> <p>Managers of civilians are often also supervisors of other civilians. In the comment section, provide the number(s) of (1) civilian supervisors, (2) civilian managers, (3) military supervisors, and (4) military managers. For those individuals who are both supervisors and managers, account for them as if they are only supervisors.</p>	X		<p>NAVFAC Command has identified Managers & Supervisors according to the data from TWMS & HrLINK:</p> <ol style="list-style-type: none"> 1. Civilian Supervisors: 635 2. Civilian Managers: 2530 3. Military Supervisors: 191 4. Military Managers: 0

82					<p>For questions 83 through 86: Supervisors/managers may be considered compliant if one or both of the following are true:</p> <p>(1) they have taken the training within the past three Fiscal Years</p> <p>(2) they have not yet taken the training, but were still within one year of their initial assignment to a supervisory position, effective 1 Oct 2018.</p> <p>For NO answers, commands must provide comments in the Notes section and identify:</p> <p>(1) the number (vs. percentage) who did not receive the training,</p> <p>(2) why they did not obtain the required training, and</p> <p>(3) what has been done to resolve the training gap(s).</p>	X		
83	B	5	a	1	<p>Pursuant to 29 CFR § 1614.102(a)(5), have all managers and supervisors received training on their responsibilities under the following areas under the command EEO program: EEO Complaint Process? [see MD-715(II)(B)]. In the comment section, indicate the training course(s) used to do so.</p>	X		<p>ADR Training Supervisor & Managers EEO Training</p> <p>Prevention of Sexual Harassment (POSH) Training.</p> <p>No FEAR Act Training.</p> <p>Inclusion and Diversity Training 2020 (3 Sessions).</p>

84	B	5	a	2	Pursuant to 29 CFR § 1614.102(a)(5), have all managers and supervisors received training on their responsibilities under the following areas under the command EEO program: Reasonable Accommodation Procedures? [see 29 C.F.R. § 1614.102(d)(3)]. In the comment section, indicate the training course(s) used to do so.	X	EEO Staff conducts training on RA twice a year for all new supervisors and managers in conjunction with HRO Training. The Training Coordinator also conducts individualized training to supervisors/managers who supervise those who have requested RA.
85	B	5	a	4	Pursuant to 29 CFR § 1614.102(a)(5), have all managers and supervisors received training on their responsibilities under the following areas under the command EEO program: Supervisory, managerial, communication, and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications? [see MD-715, II(B)]. In the comment section, indicate the training course(s) used to do so.	X	Available training includes but is not limited to: Conflict Resolution, Team Building, Coaching and Mentoring, NEI, NEI II, NEI III. Special Sensitivity Training on supervising individuals with disabilities. Inclusion and Diversity Training 2020 (3 Sessions): Title: Work Place Bias, Cultural Competence Unconscious Bias Future workforce training sessions are scheduled to be conducted.

86	B	5	a	5	<p>Pursuant to 29 CFR § 1614.102(a)(5), have all managers and supervisors received training on their responsibilities under the following areas under the command EEO program: ADR, with emphasis on the federal government's interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR? [see MD- 715(II)(E)]. In the comment section, indicate the training course(s) used to do so.</p>	X		<p>ADR Training DON - Tier I, II & III Basic and Advanced Mediation Training, NAVFAC ADR Training and OCHR ADR Training.</p>
----	---	---	---	---	--	---	--	--

EEO Program Status Report

FY 2021

Part H

Plans to Correct Identified Deficiencies

EEOC FORM 715-01 FY20 PART H	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
Naval Facilities Engineering Systems Command (NAVFAC)		FY 2021 Plan (Plan Projections for 2021)
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	In FY20, we did not meet specialized EEO Training requirements of 100%. Training should be conducted through TWMS annually. The preferred method and best practices is to conduct face to face. FECs should be required to monitor the progress as it relates to annual EEO training requirements as mandated by EEOC.	
OBJECTIVE:	Director of EEO monitor training metrics, on a recurring basis, and inform FECs of status and the need for completion requirements. This is necessary to meet the DONs obligation to monitor progress, identify areas where barriers exist within specific areas of discriminatory practices and focus on trend analysis and develop strategic plans to address the removal of barriers.	
RESPONSIBLE OFFICIAL:	Director and Deputy Directors (DEEOO)s and EEO Specialists assigned to Affirmative Employment Program Programs, HRO and Workforce Barrier Analysis Team Members.	
DATE OBJECTIVE INITIATED:	December 2019 as an ongoing initiative.	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	December 2021	

<p>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</p>	<p>Based on the EEO Director and EEO Staff’s interaction with the various stakeholders, and on responses received to the MD-715 data call, the EEO Director has determined there is need for increased focus on training and education, and on maintaining established timelines to monitor progress as it relates to MD-715.</p> <p>Action Item 1 – The EEO Director and DDEEO will establish timelines for conducting education and training for stakeholders to ensure they are educated on the MD-715 and the roles/responsibilities required to maintain compliance with training prerequisites.</p> <p>Action Item 2 – AEP Program Manager will maintain follow-up initiatives for the implemented timelines with the NAVFAC FECs reflective of their continued progress.</p>
<p>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</p>	

EEOC FORM 715-02 FY20 PART H	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
Naval Facilities Engineering Systems Command (NAVFAC)		FY 2021 Plan (Plan Projections for 2021)
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	During the rating period, NAVFAC sustained processing Reasonable Accommodation (RA) requests within Department of Navy's 30-day timeframe. In FY20, 90% of cases were processed timely as reflected within the BMB Metrics reported for FY20.	
OBJECTIVE:	To process 100% of RA cases within the DON-required 30-day timeframe.	
RESPONSIBLE OFFICIAL:	EEO Director, DDEEOs, Human Resources, Counsel, prospective Disability Program Manager (DPM).	
DATE OBJECTIVE INITIATED:	June 2019	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	Sep 2021 (Continuous Activity)	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	Procurement of contracting services for Disability Program Manager. Action Item 1 – Assess current RA processing weaknesses. Action Item 2 – Standardized Forms to Community of Practice (COP). Action Item 3 – Review of checklist for elimination of unnecessary documents.	

	Action Item 4 – Assess weakness(s) Identified, Implement improvements and adjust the RA Process accordingly, until 100% processing efficiency is achieved.
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	

EEO Program Status Report

FY 2021

Part I

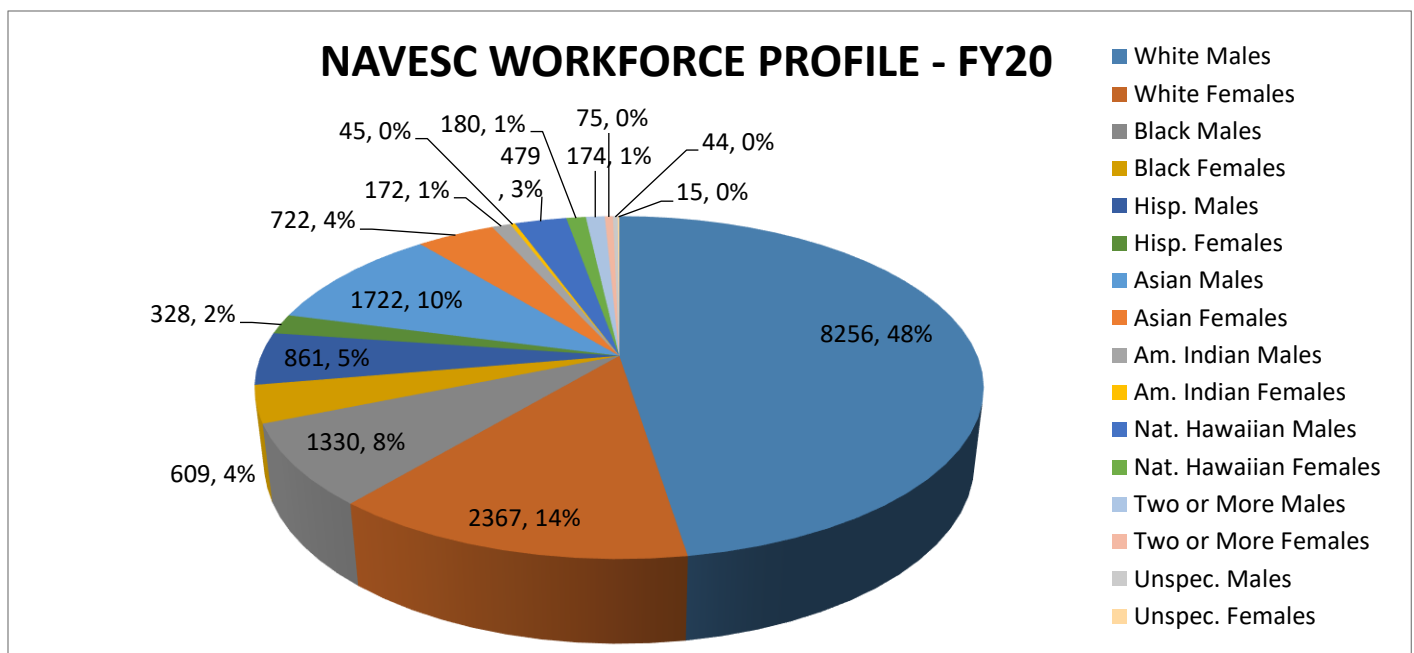
Plans to Eliminate Identified Barrier

EEOC FORM 715-01 PART I	<p align="center">U.S. Equal Employment Opportunity Commission</p> <p align="center">FEDERAL AGENCY ANNUAL</p> <p align="center">EEO PROGRAM STATUS REPORT</p>	
Naval Facilities Engineering Systems Command (NAVFAC)	FY 2021 PLAN	
<p>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p>Based on Defense Civilian Personnel Data System (DCPDS) total workforce data for FY20, NAVFAC had a low participation rate of Hispanic Males in the Workforce at the end of the reporting period. For FY19The NAVFAC workforce was comprised of 4.68 % Hispanic Males for the current reporting period. This was a small increase from FY18 of 4.62%, but remains deficient. The National CLF for Hispanic Males is 5.20%.</p> <p>For FY20The NAVFAC workforce was comprised of 3.49 % Hispanic Males for the current reporting period per Table A1. This was a small decrease from FY19 of 4.68%, but remains deficient. The National CLF for Hispanic Males is 5.20%.</p>	
<p>BARRIER ANALYSIS:</p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>Workforce data was assessed and analyzed as provided by HR Link. Applicant pool data was not available, which prevented NAVFAC from furthering its barrier analysis on low participation of Hispanic Males in the workforce.</p>	
<p>STATEMENT OF IDENTIFIED BARRIER:</p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>NAVFAC has not been able to identify any Policy, Practice or Procedure at this time which may be a barrier resulting in the low participation rate of Hispanic Males.</p> <p>A barrier was not identified, as this condition requires further analysis.</p>	
<p>OBJECTIVE:</p> <p>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	<p>To continue analysis of data relative to Hispanic Males and to determine if a barrier exists to the employment of Hispanic Males within NAVFAC.</p>	
<p>RESPONSIBLE OFFICIAL:</p>	<p>Director of EEO</p> <p>Affirmative Employment Manager</p> <p>Human Resources Office Director</p>	
<p>DATE OBJECTIVE INITIATED:</p>	<p>1 November 2020</p>	
<p>TARGET DATE FOR COMPLETION OF OBJECTIVE:</p>	<p>30 October 2021 (Ongoing Initiative)</p>	

EEOC FORM 715-01 PART I-2	EEO Plan To Eliminate Identified Barrier	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)	
Obtain applicant pool data and statistics on individuals applying for positions.	15 August 2021	
Obtain information on accessions/separations.	15 August 2021	
Analyze data to determine if a barrier exists to the participation of Hispanic Males.	30 September 2021	

The civilian total workforce numbers for FY20, were 12,063 permanents and 165 temporary employees (12,228). Analysis of the overall workforce was completed utilizing HR Link data reports which accounts for Civilian (Appropriated and Non-Appropriated) and Contract Employees who support the warfighter located worldwide.

As of 30 Oct 2020, NAVFAC FY20 workforce data indicated the employment rates of the following groups. The data reflects the overall findings from the statistical analysis of NAVFAC workforce compared to the previous year. Table-A1 represent the source of the following FY20 information:



NAVFAC WORKFORCE PROFILE - FY20

	NAVFAC FY 20
White Males	47.51%
White Females	13.62%
Black Males	7.65%
Black Females	3.50%
Hispanic Males	3.49%
Hispanic Females	1.58%
Asian Males	9.91%
Asian Females	4.15%
American Indian Males	0.99%
American Indian Females	0.26%
Native Hawaiian Males	2.76%
Native Hawaiian Females	1.04%
Two or more Races Males	1.00%
Two or more Races Females	0. 43%
Unspecified Males	0. 25%
Unspecified Females	0. 09%

FY20 WORKFORCE PROFILE ANALYSIS

Although we track three years of statistical information, the FY20 Workforce compared to the FY19 Workforce reflects the following numbers of the top major occupational series. The EEOC threshold for notable changes is $\pm 1\%$ and are reflected with a bold arrow. The supplementation of accreted UICs (33 total) provides us with a new benchmark to be used in future Workforce Analysis. Tables-A2 thru Tables-B14 represent the source of the following FY20 information:

Total Workforce Analysis Breakdown

NAVFAC Top Major Occupational Series as reflected by Table-A6 are:

Engineering Technical (0802)
Contracting (1102)
Functional Administrative & Program (0501)
Mechanical Engineering (0830)
General Engineering (0801)
Management and Program Analyst (0343)
Miscellaneous Administrative & Program (0301)
Information Technology Management (2210)

<u>Engineering Technical (0802)</u>	NAVFAC FY20
Hispanic Males	6.76%
Hispanic Females	0.41%
White Males	67.75%
White Females	4.07%
Black Males	7.82%
Black Females	0.57%
Asian Males	7.33%
Asian Females	0.16%
Native Hawaiian Males	2.36%
Native Hawaiian Females	0.16%
American Indian Males	0.73%
American Indian Females	0.16%
Two or more Races Male	0.98%

Two or more Races Female	0.33%
Unspecified Males	0.33%
Unspecified Females	0.08%
<u>Contracting (1102)</u>	NAVFAC FY20
Hispanic Males	3.15%
Hispanic Females	4.33%
White Males	20.67%
White Females	29.53%
Black Males	4.92%
Black Females	9.65%
Asian Males	6.40%
Asian Females	12.11%
Native Hawaiian Males	2.07%
Native Hawaiian Females	3.94%
American Indian Males	0.20%
American Indian Females	0.59%
Two or more Races Male	1.38%
Two or more Races Female	0.98%
Unspecified Males	0.00%
Unspecified Females	0.10%
<u>General Engineering (0801)</u>	NAVFAC FY20
Hispanic Males	5.19%
Hispanic Females	1.30%
White Males	63.64%

White Females	10.53%
Black Males	2.89%
Black Females	0.87%
Asian Males	10.82%
Asian Females	2.89%
Native Hawaiian Males	0.72%
Native Hawaiian Females	0.00%
American Indian Males	0.43%
American Indian Females	0.14%
Two or more Races Male	0.43%
Two or more Races Female	0.14%
Unspecified Males	0.00%
Unspecified Females	0.00%
<u>Management & Program Analysis (0343)</u>	NAVFAC FY20
Hispanic Males	2.36%
Hispanic Females	6.29%
White Males	15.57%
White Females	36.64%
Black Males	3.77%
Black Females	11.95%
Asian Males	3.77%
Asian Females	10.85%
Native Hawaiian Males	1.73%
Native Hawaiian Females	4.40%
American Indian Males	.016%

American Indian Females	0.79%
Two or more Races Male	0.47%
Two or more Races Female	1.10%
Unspecified Males	0.00%
Unspecified Females	0.16%
<u>Information Technology Management (2210)</u>	NAVFAC FY20
Hispanic Males	5.05%
Hispanic Females	2.06%
White Males	39.25%
White Females	11.04%
Black Males	9.35%
Black Females	5.79%
Asian Males	13.64%
Asian Females	4.67%
Native Hawaiian Males	2.06%
Native Hawaiian Females	1.87%
American Indian Males	1.50%
American Indian Females	0.37%
Two or more Races Male	1.50%
Two or more Races Female	0.93%
Unspecified Males	0.19%
Unspecified Females	0.37%
<u>Mechanical Engineering (0830)</u>	NAVFAC FY20

Hispanic Males	5.49%
Hispanic Females	0.63%
White Males	56.33%
White Females	7.59%
Black Males	2.53%
Black Females	0.42%
Asian Males	21.10%
Asian Females	3.16%
Native Hawaiian Males	0.84%
Native Hawaiian Females	0.00%
American Indian Males	0.84%
American Indian Females	0.21%
Two or more Races Male	0.42%
Two or more Races Female	0.21%
Unspecified Males	0.21%
Unspecified Females	0.00%
Functional Administrative & Program (0501)	NAVFAC FY20
Hispanic Males	1.05%
Hispanic Females	2.11%
White Males	13.33%
White Females	25.61%
Black Males	10.18%
Black Females	16.14%
Asian Males	8.77%

Asian Females	16.84%
Native Hawaiian Males	1.40%
Native Hawaiian Females	2.81%
American Indian Males	0.00%
American Indian Females	0.35%
Two or more Races Male	0.00%
Two or more Races Female	1.40%
Unspecified Males	0.00%
Unspecified Females	0.00%
<u>Miscellaneous Administration & Program (0301)</u>	NAVFAC FY20
Hispanic Males	1.93%
Hispanic Females	4.83%
White Males	41.55%
White Females	22.22%
Black Males	6.28%
Black Females	5.31%
Asian Males	5.80%
Asian Females	5.31%
Native Hawaiian Males	0.00%
Native Hawaiian Females	1.93%
American Indian Males	0.97%
American Indian Females	0.00%
Two or more Races Male	2.90%
Two or more Races Female	0.00%

Unspecified Males	0.84%
Unspecified Females	0.48%

Analysis

Within the Engineering Technical (0802) series, the workforce numbers support the following conclusions to be drawn:

The new benchmark is set for FY20. Future Major Occupational Categories data obtained will be used to generate the Workforce Analysis for the Engineering Technical (0802) series.

Within the Contracting (1102) series, the workforce numbers support the following conclusions to be drawn:
The new benchmark is set for FY20. Future Major Occupational Categories data obtained will be used to generate the Workforce Analysis for the Contracting (1102) series.

Within the General Engineering (0801) series, the workforce numbers support the following conclusions to be drawn:

The new benchmark is set for FY20. Future Major Occupational Categories data obtained will be used to generate the Workforce Analysis for the General Engineering (0801).

Within the Management & Program Analysis (0343) series, the workforce numbers support the following conclusions to be drawn:

The new benchmark is set for FY20. Future Major Occupational Categories data obtained will be used to generate the Workforce Analysis for the Management & Program Analysis (0343) series.

Within the Information Technology Management (2210) series, the workforce numbers support the following conclusions to be drawn:

The new benchmark is set for FY20. Future Major Occupational Categories data obtained will be used to generate the Workforce Analysis for the Information Technology Management (2210) series.

Within the Mechanical Engineering (0830) series, the workforce numbers support the following conclusions to be drawn:

The new benchmark is set for FY20. Future Major Occupational Categories s data obtained will be used to generate the Workforce Analysis for the Mechanical Engineering (0830) series.

Within the Functional Administrative & Program (0501) series, the workforce numbers support the following conclusions to be drawn:

The new benchmark is set for FY20. Future Major Occupational Categories data obtained will be used to generate the Workforce Analysis for the Functional Administrative & Program (0501) series.

Finally, within the Miscellaneous Administrative & Program (0301) series, the workforce numbers support the following conclusions to be drawn:

The new benchmark is set for FY20. Future Major Occupational Categories data obtained will be used to generate the Workforce Analysis for the Miscellaneous Administrative & Program (0301) series.

Within NAVFAC, there is no agency policy, procedure or practice identified as a barrier that created low participation overall. NAVFAC continues to be committed to ensuring that a diversified workforce remains at the forefront of senior leadership's attention and to seek innovative ways for recruitment. NAVFAC will continue to recruit using disability hiring authorities such as Schedule A to hire from the Wounded Warrior Program and will expand the use of the Workforce Recruitment Program (WRP). In addition, more education/training to supervisors/managers will continue to be provided annually to ensure supervisors/managers have a better understanding of the reasonable accommodation laws/regulations and their role/responsibilities as supervisors/managers in the reasonable accommodation process.

EEO Program Status Report

FY 2020

Part J

Program Plan for the Recruitment, Hiring and Advancement of Individuals with Targeted Disabilities

FY2020 NAVFAC IWD & IWTD Workforce Analysis

During the reporting period, NAVFAC has engaged in activities to increase the hiring and retention of IWD and IWTD, ensuring hiring managers and recruiters are knowledgeable and informed of noncompetitive hiring authorities. Targeted recruiting at veteran's fairs such as Wounded Warrior and Hiring our Heroes has also been implemented but there is room for expansion in order to drive up our applicant numbers. For Additional statistical information, please see the 2020 Disabled Veterans Affirmative Employment Program (DVAAP) Report.

FY2020 IWD (12% - EEOC Goal), (14% - DON Goal)

Table B-1 shows that for the current reporting period, NAVFAC employed a total of (1,216, 8.17% - 2018), (1,251, 7.85% -2019) and (1,159, 9.48% - 2020) IWD for the total workforce. In FY20 NAVFAC Total Workforce (without disabilities) numbers decreased to 3,111 and the number of FY20 NAVFAC IWD Workforce decreased to 121.

During FY20, the DON Benchmark for IWD increased to (14%). The EEOC Benchmark for IWD remains at 12%. For the purposes of the 2020 MD-715 Report, OCHR guidance approves the use of the EEOC IWD Goal Comparator rather than the DON IWD Goal Comparator of 14%.

Table B-1 shows that NAVFAC missed the IWD EEOC benchmark for FY20, but attained (7.56% - 2020), which was an increase when compared to FY2018 and FY2019. NAVFAC Table B-14 IWD Separations displays a loss of (66, 6.93% - 2018), (125, 12% - 2019) and (98, 10.97% - 2020). Compared to FY2018, 2019 and FY2020. IWD Separations decreased from FY2019 only. It is noted that FY20 Table B-14 also shows that NAVFAC IWD Separations overall remained consistent.

FY2020 IWTD (2% - EEOC Goal), (3% - DON Goal)

Table B-1 shows that for the current reporting period, NAVFAC employed a total of (355, 2.29% - 2018), (351, 2.39% -2019) and (235, 1.92% -2020) IWTD for the total workforce. In FY20 NAVFAC Total Workforce (without disabilities), numbers increased to 3,111 the number of FY20 NAVFAC IWTD Workforce increased to 204.

During FY20, the DON Benchmark for IWTD was raised to (3%). The EEOC Benchmark for IWTD remains at 2%. For the purposes of the 2020 MD-715 Report, OCHR guidance approves the use of the EEOC IWTD Goal Comparator rather than the DON IWTD Goal Comparator of 3%.

During FY19 NAVFAC met and exceeded the EEOC Benchmark for IWTD (2%) by (0.39% -2019). For FY20; NAVFAC fell short of the EEOC Benchmark for IWTD (2%) by a mere (0.08%).

Per Table B-14, the NAVFAC occupational category data shows that IWTD participation rates are higher for occupational categories than the enterprises total percentages with administrative support workers at (7.3% - 2019) and (3.09% – 2020). Technicians had the highest rates for occupational categories at (3.5% - 2019) and (2.77% - 2020). The Labors and Helpers occupational categories had no IWTD participation, however service workers participation increased by (3.23% - 2020).

FY2020 IWTD Awards

In the category of Time-Off Awards, per Table B-13, IWTD received between one and nine hours (65, 1.89% - 2018), (66, 2.32% - 2019) and (29, 2.43% - 2020) awards issued in this category.

In the category of Time-Off Awards greater than 9 hours, no IWTD received (8, 2.72% - 2018), (9, 1.64% - 2019) and (4, 1.27% - 2020) awards issued in this category.

In the category of Cash Awards between \$1.00 and \$500.00, IWTD received (148, 2.53% - 2018), (195, 2.31% - 2019) and (96, 2.10% - 2020) of the awards issued in this category.

In the category of Cash Awards greater than \$500.00, IWTD received (239, 1.94% - 2018), (250, 2.24% - 2019) and (93, 2.15% - 2020) of the awards.

In the category of Quality Step Increases (QSI), IWTD received (2, 1.67% - 2018), (1, 0.89% - 2019) and (2, 1.82% - 2020) of the awards for this reporting period.

Per Table B-14, during the reporting period, (33, 3.46% - 2018), (39, 3.74% - 2019) and (26, 2.91% - 2020) IWTDs separated from the NAVFAC workforce. Of these IWTD Separations, (28, 3.14%, - 2018), (38, 3.92% - 2019) and (24, 2.91% - 2020) were voluntary separations. Conversely, of these IWTD Separations (5, 8.33% - 2018), (1, 1.37% - 2019) and (2, 2.94% - 2020) were involuntary separations. Per Table B-14, the number of IWTD separating from the NAVFAC workforce was just a little more than two times greater than the number of accessions.

Recognition of Excellence:

As NAVFAC strides towards achieving a Model EEO Program compliant with the Self-Assessment Checklist for outstanding accomplishments, NAVFAC Far East recognizes the outstanding professional achievements of the 2019 Black Engineer of the Year Award (BEYA) recipient, Krystle McCain. Serving NAVFAC as the Yokosuka, Japan Installation Environmental Program Director – McClain was recognized for the significant professional achievement(s) in science, technology, engineering and Math (STEM). McClain was presented with the award during the 9 Feb 2019 BEYA STEM Global Competitiveness Conference.

EEO Program Status Report

FY 2020

Appendix

APPENDIX TABLE OF CONTENTS:

- A. HBCU/MI Initiative
- B. Leadership Development Program 2020 Demographics Overview
- C. Disabled Veterans Affirmative Employment Program Report

EEO Program Status Report

FY 2020

Appendix A

2021 HBCU/MI Summer Intern Program



NAVAL Facilities Engineering Command (NAVFAC)

Point(s) of Contact

- Mr. Steve J. Talley,
Director, Total Force,
steve.talley@navy.mil
- Ms. Karen B. Saunders, Command Deputy
Equal Employment Opportunity Officer
karen.saunders@navy.mil
- Mr. Recardo Alexander,
Affirmative Employment Program Manager
recardo.alexander@navy.mil

Research Focus of Office

- The Naval Facilities Engineering Command (NAVFAC) builds and maintains sustainable facilities, delivers utilities and services and provides Navy expeditionary combat force capabilities.
- Provides program management for all aspects of the naval construction force and the Seabees, and equipment and materiel management for the naval beach group and other naval special operating units.

Internships/Fellowships/Funding Opportunities

- HR Internships (Non-STEM)
- STEM Internships
- Other Non-Stem Student Internships
 - Engineering
 - Cyber Security

Pictures





NAVAL Facilities Engineering Command (NAVFAC)

Current and/or Past HBCU/MI Program Performance

- Past partnership with Morgan State University and Bowie State University Schools of Engineering. Newly established partnership under development with University of District of Columbia.

Internal/External Collaborations

- Routinely visit engage HBCUs annually
- Work with NAVFAC HRD to increase our numbers of minority students awareness of the opportunities which exist with NAVFAC.

Future Plans/Events

- Planned outreach for local/neighborhood Elementary School Tutorial Service for Students with Focused Tutorial Needs. "Project GIVE" (Government Individuals Volunteering Education).
- FY2021 NAVFAC Summer Intern Program Stand-Up Ongoing.

Support Requested from DoN HBCU/MI Program Office

- Support with upcoming internship
- Attendance of conference to connect with HBCU/MI

FY 2021 NAVFAC EEO Inaugural HBCU/MI Summer Intern Program							
FY 2021 NAVFAC EEO Inaugural HBCU/MI Summer Intern Program POA&M							
Deliverables							
Completion Dates							
Month	Task Name	Principals/Participants	Segment Issue Date	Segment Completion Date	Segment Actual Finish	DON Tracker Number	Complete
21-25 Sep 2020	HBCU/MI Conference Attendance		21 Sep 2020	25 Sep 2020	25 Sep 2020	2020.NAVFACBD11EEO.01	Established multiple University POCs to solicit Summer Intern Applicant Pool Candidates.
23 Sep 2020	AO Summit Conference Attendance and Briefing	A. Smith, Alexander, Civers, Raposa	23 Sep 2020	23 Sep 2020	23 Sep 2020	2020.NAVFACBD11EEO.02	Attended and Briefed NAVFAC AO Quad Chart (A. Smith (NAVY ONR)). Requested Existant HBCU/MI Summer Intern Program Guidance from NAVY POCs: P. Raposa (Talent Workforce Mgr. Warfare Center), M. Civers (NAVWARSSYSCOM) and M. Thorp (Sys. Acq. Group - NAWCAD). Received feedback from M. Civers.
08 Oct 2020	NAVFAC Directorate Participation Confirmation (Capital Improvements, IG, Environmental Programs, HR and Security)	Douchand, Faunce, Parala	08 Oct 2020	08 Oct 2020	08 Oct 2020	2020.NAVFACBD11EEO.03	All NAVFAC Directorates have expressed a desire to participate. Capital Improvements (per desire expressed previously).
16 Oct 2020	Solicitation to Universities (Bowie, Morgan and UDC)	R.Alexander, Morgan U., Bowie U., and UDC	16 Oct 2020	Currently Underway		2020.NAVFACBD11EEO.04	Bowie Univ: President Barton Morgan Univ: President Sanders UDC D. Shetty, A. Lankford and B. Wellman
TBD	NAVFAC, ONR, Sr Leader Briefing (ED, CMO, TF, EEO)	LaTorre, Pollock, Talley, Mendoza, Smith, Saunders and Alexander	02 Nov 2020		TBD	2020.NAVFACBD11EEO.05	
TBD	NAVFAC Directorate Internship Planning Proposal Review	Douchand, Massaratti, Parala	17 Nov 2020		TBD	2020.NAVFACBD11EEO.06	
TBD	Future Campus Workshop Steering Committee	Mendoza, Douchand, Massaratti, Parala and Alexander	24 Nov 2020		TBD	2020.NAVFACBD11EEO.07	
TBD	Student Recruitment Application Solicitation (Bowie, Morgan and UDC)	"	30 Nov 2020		TBD	2020.NAVFACBD11EEO.08	
TBD	Intern Application Review and Selection	"	14 Dec 2020		TBD	2020.NAVFACBD11EEO.09	
TBD	Intern Selection Notification	"	17 Dec 2020		TBD	2020.NAVFACBD11EEO.10	
TBD	Internship Orientation and On-Boarding	"	02 Jul 2021		TBD	2020.NAVFACBD11EEO.11	
TBD	Internship Quarterly Review (2020 - QI)	Douchand, Massaratti, Parala and Alexander	02 Aug 2021		TBD	2020.NAVFACBD11EEO.12	
TBD	Internship Quarterly Review (2020 - QII)	"	31 Aug 2021		TBD	2020.NAVFACBD11EEO.13	
TBD	Internship Quarterly Review (2020 - QIII)	"	30 Sep 2021		TBD	2020.NAVFACBD11EEO.14	
TBD	Internship Quarterly Review (2020 - QIV)	"	29 Oct 2021		TBD	2020.NAVFACBD11EEO.15	
TBD	Internship Program Review	"	05 Nov 2021		TBD	2020.NAVFACBD11EEO.16	
TBD	Internship Program Sustain Activity Steering Plan Development (Faculty/Student Beneficial Activities - SME Technical Workshops and Professional Developmental Workshops)	Mendoza, Douchand, Massaratti, Parala and Alexander	15 Nov 2021		TBD	2020.NAVFACBD11EEO.17	
TBD	2022 HBCU/MI Program Planning	Smith, Alexander	01 Dec 2021		TBD	2020.NAVFACBD11EEO.18	

EEO Program Status Report

FY 2020

Appendix B

Leadership Development Program

2020 Demographics Overview

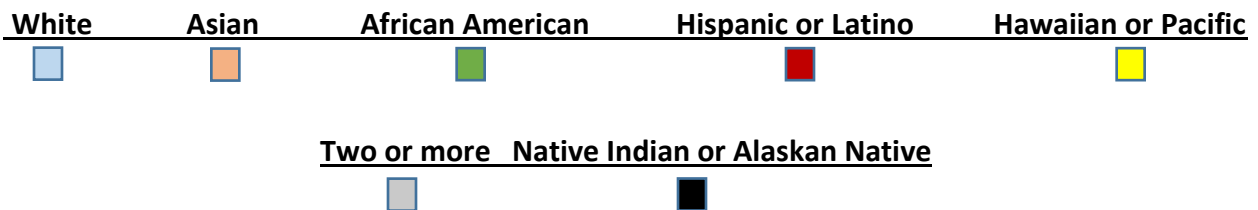
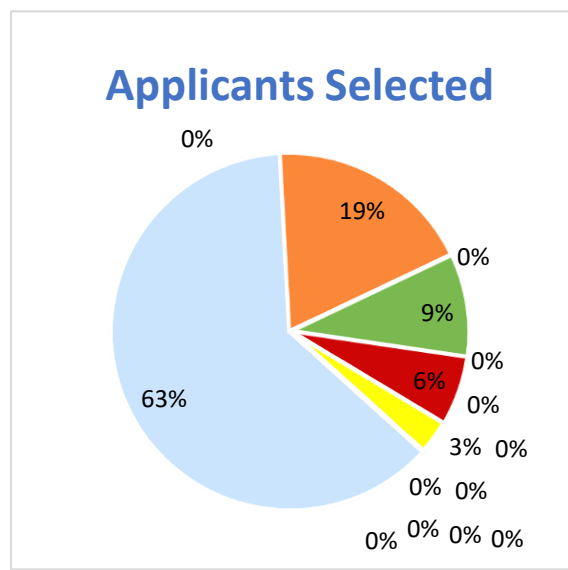
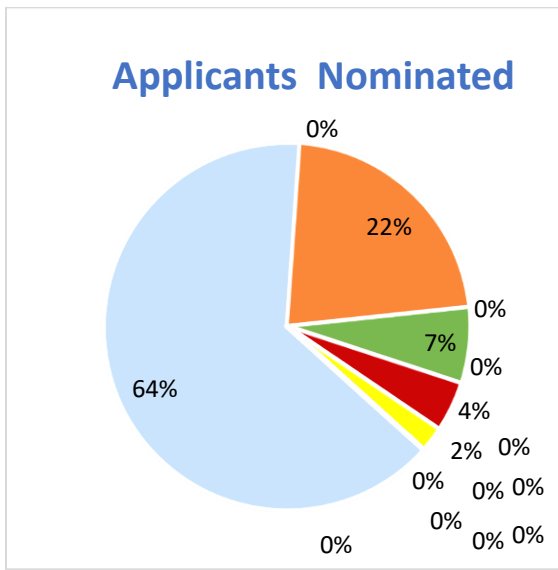
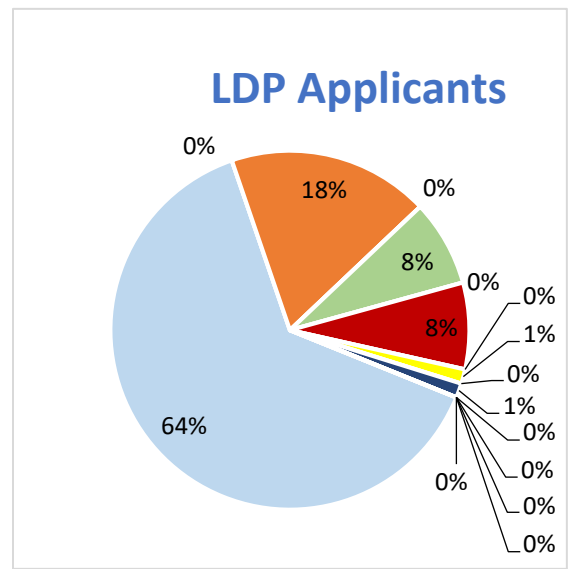
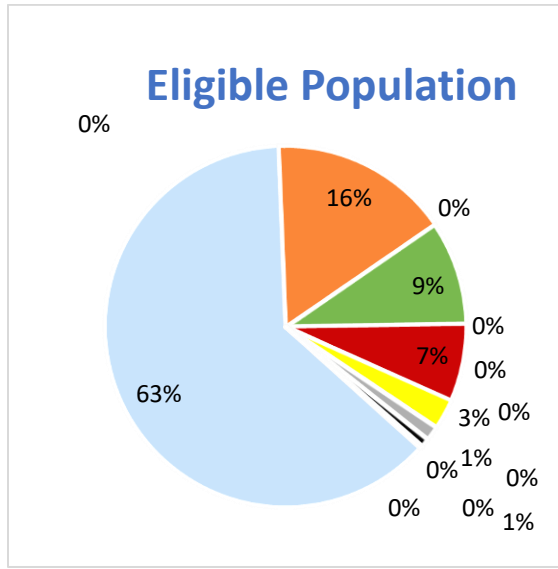
2021 NAVFAC Leadership Development Program Demographic by Race and Gender																	
	White		Asian		Black or African American		Hispanic or Latino		Native Hawaiian or Other Pacific Islander		Two or more Races		American Indian or Alaska Native		Unspecified		Total
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
Eligible Population	3817	1608	885	504	419	388	383	216	140	95	62	48	43	24	11	8	8651
%	46%	20%	11%	6%	5%	5%	5%	3%	2%	1%	1%	1%	1%	0%	0%	0%	100.0%
LDP Applicant	33	16	7	7	2	4	5	1	1	0	1	0	0	0	0	0	77
%	41%	20%	9%	9%	3%	5%	6%	1%	1%	0%	1%	0%	0%	0%	0%	0%	100.0%
Nominated	17	12	4	6	1	2	2	0	1	0	0	0	0	0	0	0	45
%	24%	17%	6%	9%	1%	3%	3%	0%	1%	0%	0%	0%	0%	0%	0%	0%	100.0%
Selected	12	8	3	3	1	2	2	0	1	0	0	0	0	0	0	0	32
%	32%	21%	8%	8%	3%	5%	5%	0%	3%	0%	0%	0%	0%	0%	0%	0%	100.0%

2021 NAVFAC Leadership Development Program Demographic by Race									
	White	Asian	Black or African American	Hispanic or Latino	Native Hawaiian or Other Pacific Islander	Two or more Races	American Indian or Alaska Native	Unspecified	Total
Eligible Population	5425	1389	807	599	235	110	67	19	8651
%	63%	16%	9%	7%	3%	1%	1%	0%	100%
LDP Applicant	49	14	6	6	1	1	0	0	77
%	61%	18%	8%	8%	1%	1%	0%	0%	100%
Nominated	29	10	3	2	1	0	0	0	45
%	64%	22%	7%	4%	2%	0%	0%	0%	100%
Selected	20	6	3	2	1	0	0	0	32
%	53%	16%	8%	5%	3%	0%	0%	0%	100.0%

2021 NAVFAC Leadership Development Program Demographic by Gender			
	Male	Female	Total
Eligible Population	5760	2891	8651
%	67%	33%	100%
LDP Applicant	49	28	77
%	64%	36%	100%
Nominated	25	20	45
%	56%	44%	100%
Selected	19	13	32
%	59%	41%	100%

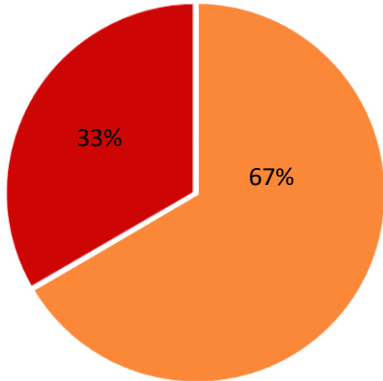
2020 NAVFAC Leadership Development Program Demographic by Disability Status						
	No Disability	Disability Status Not Identified	Non Target Disability	Other Disability	Targeted Disability	Total
Eligible Population						0
%	0%	0%	0%	0%	0%	0%
LDP Applicant						0
%	0%	0%	0%	0%	0%	0%
Nominated						0
%	0%	0%	0%	0%	0%	0%
Selected						0
%	0%	0%	0%	0%	0%	0%

LDP Demographics by Race

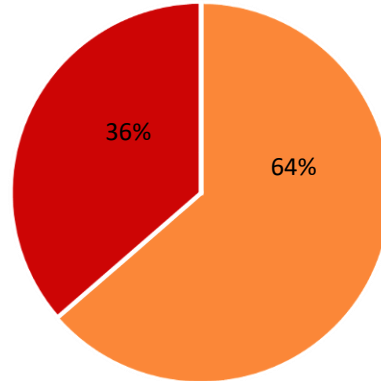


LDP Demographics by Gender

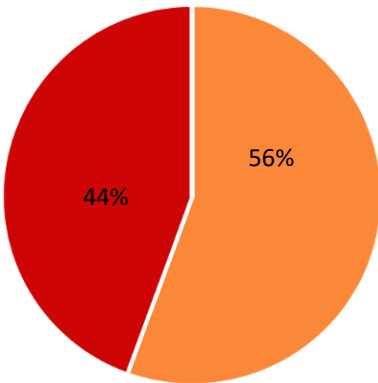
Eligible Workforce



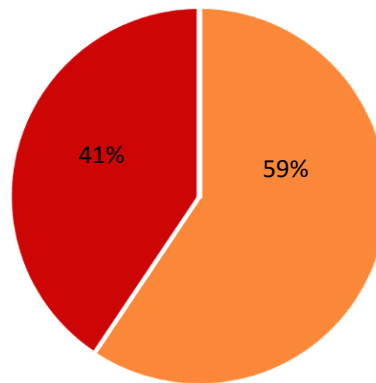
LDP Applicant



Applicants Nominated



Applicants Selected



Male

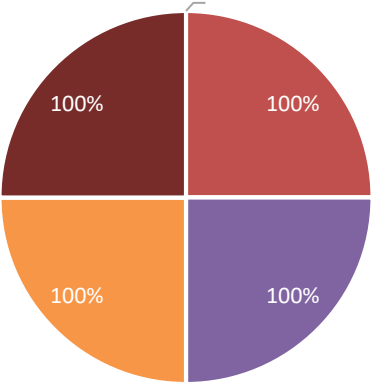


Female



LDP Demographics By Disability Status

Disability Status Not Identified



■ **Eligible Population**

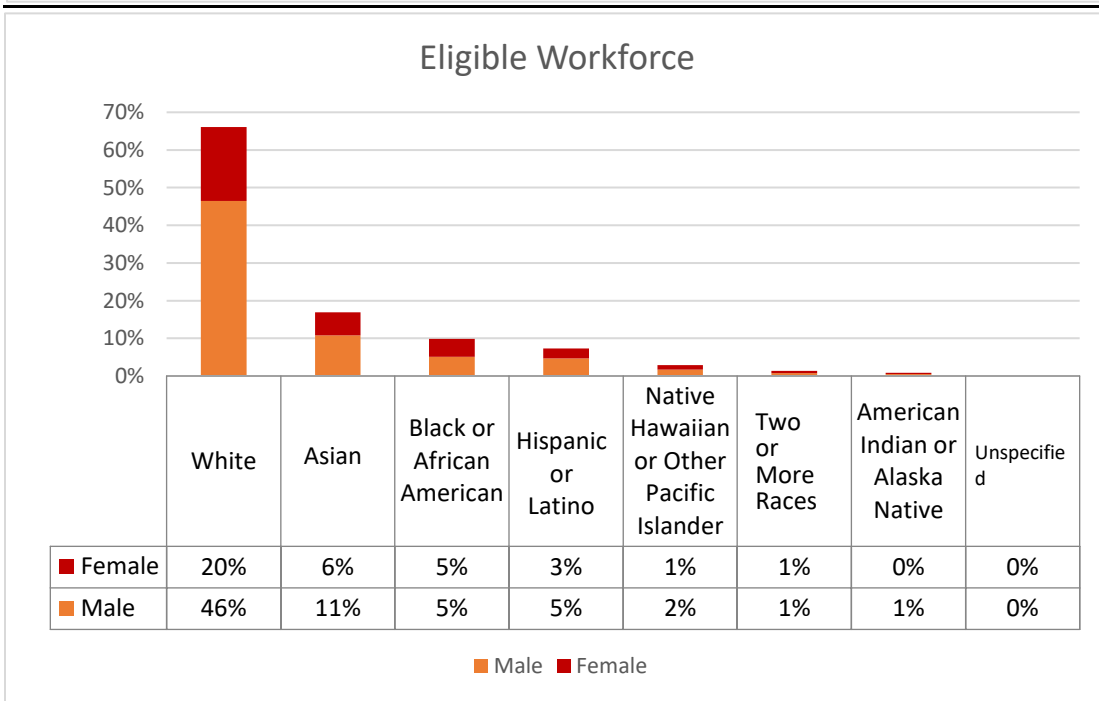
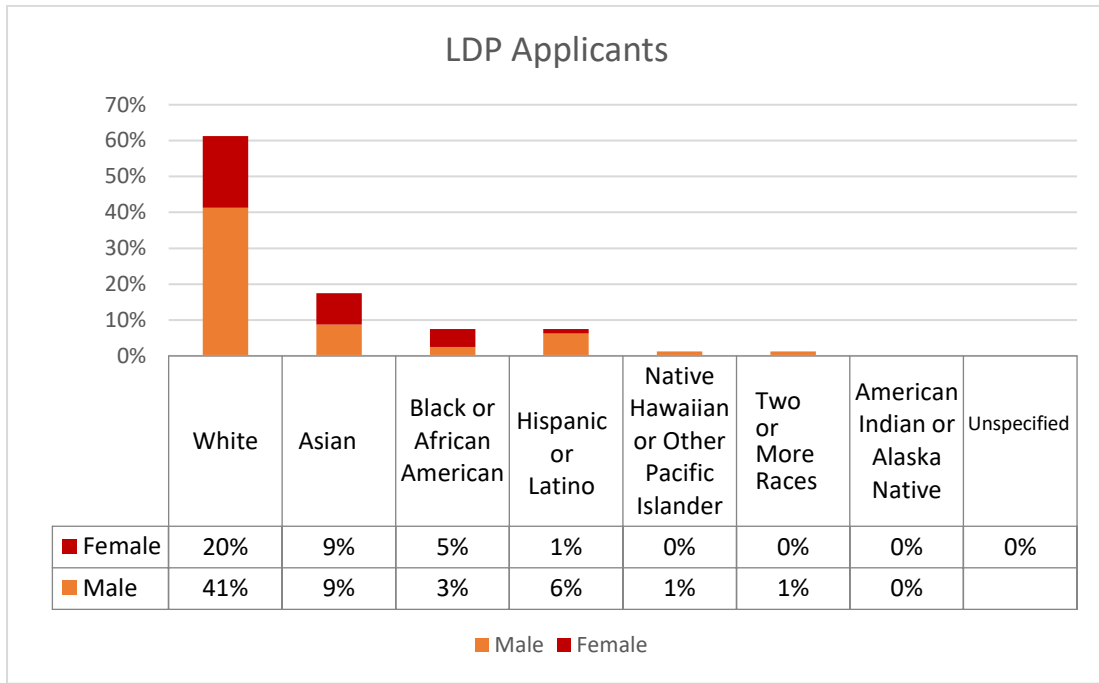
■ **LDP Applicant**

■ **Nominated**

■ **Selected**

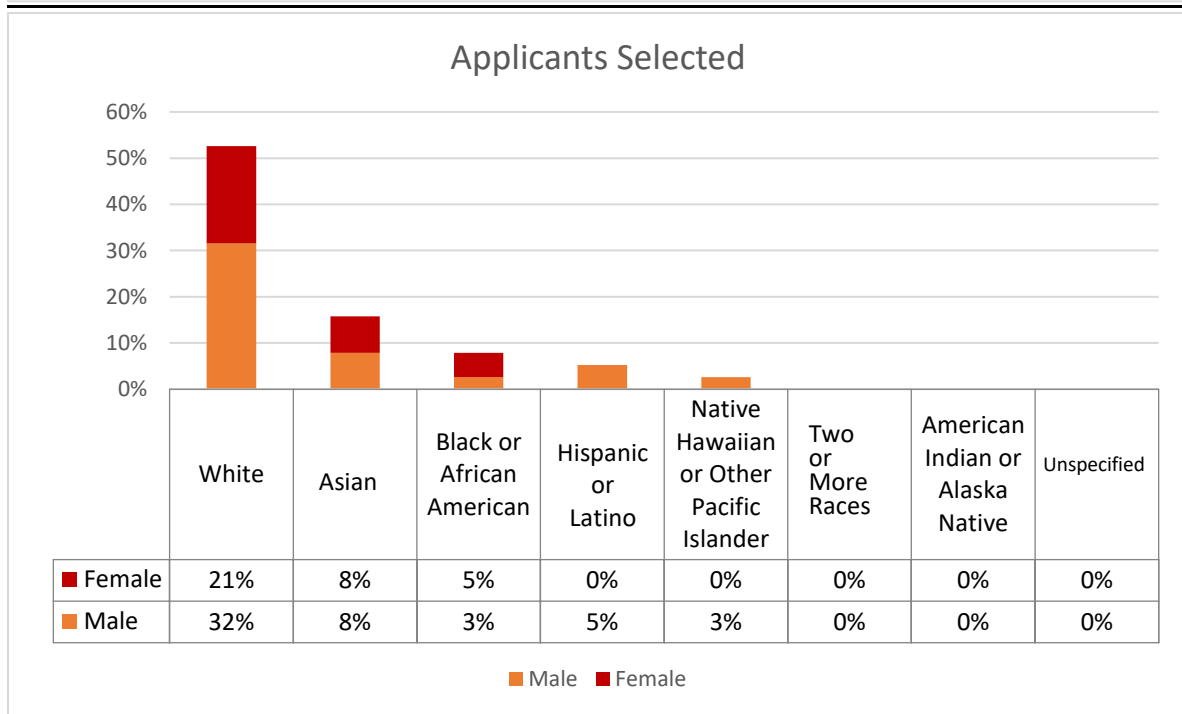
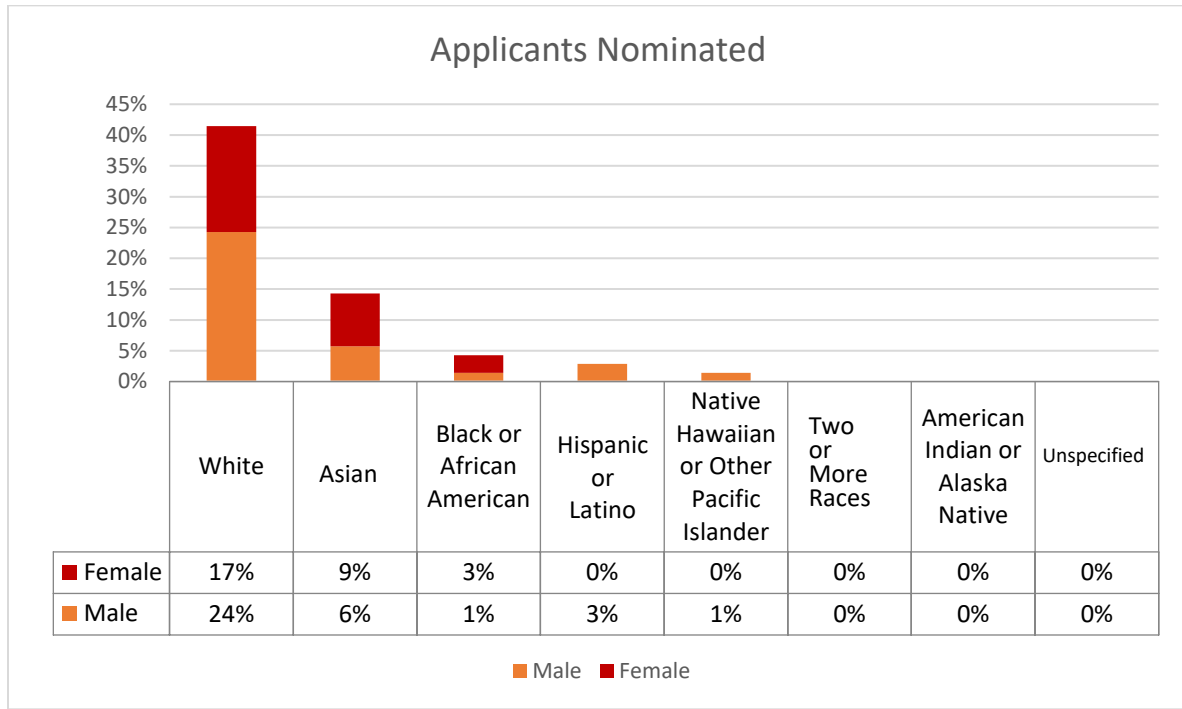
LDP Applicants

LDP Demographics by Race and Gender



LDP Applicants

LDP Demographics by Race and Gender



EEO Program Status Report

FY 2020

Appendix C

Disabled Veterans Affirmative Action Program (DVAAP)

Accomplishment Report

(1 Sep 2019 – 30 Oct 2020)

FY 2019

Disabled Veterans Affirmative Action Program (DVAAP) Accomplishment Report

Section 05: Recruit and Employ- Provide the methods used to recruit and employ disabled veterans, especially those who are 30 percent or more disabled.

The Department of the Navy (DON), which consists of two uniformed services (the United States Navy and the United States Marine Corps – each with a civilian component), continues to use USAJOBS as its primary source for recruiting and filling DON vacancies. The DON, which also encompasses 21 Major Commands with unique individual missions, also leverages available hiring flexibilities and recruitment sources to include Schedule A, Veterans' Recruitment Appointments (VRA), 30% or more disabled veterans, the Veterans Employment Opportunity Act (VEOA), DoD veteran-specific direct hiring authorities, and the OPM Shared List of People with Disabilities (the Bender list).

With continuing collaborative partnerships between DON Human Resources (HR) professionals and selecting officials, each recruitment process begins with strategic conversations to determine the best methods to locate the most suitable candidate to fill a vacancy as well as identifying available hiring authorities. Recruitment strategies include: (1) assuring appointing authorities specific to veterans and individuals with disabilities are part of the area of consideration on job opportunity announcements; (2) Systems Commands [such as the Naval Air Systems Command (NAVAIR), the Naval Sea Systems Command (NAVSEA), the Space and Naval Warfare Systems Command (SPAWAR), and the United States Marine Corps (MARCOR)] collaboratively sharing and implementing best practices across their Veteran and Wounded Warrior Programs; (3) using the Workforce Recruitment Program (WRP) to hire disabled veterans into intern positions; and, (4) the annual Recruiter Training held by Naval Space and Warfare Systems Command (SPECWAR) to train recruiters about veteran recruitment programs and hiring authorities, interpreting military résumés, and interacting with individuals with disabilities.

The DON takes a strategic approach towards meeting future workforce needs, including identifying and recruiting veterans by: establishing and leveraging community relationships, such as those with the Department of Veterans Affairs and Vocational Rehabilitation offices; and maximizing the use of existing resources, such as the Defense Outplacement Referral System, Operation Warfighter, the Hero2Hired Program, and the WRP.

For FY19, veterans represented 36% (9,348) of all DON new hires (26,020). Of the 9,348 newly hired veterans, 3,665 (14%) were disabled veterans (DV) with 30% or more DV/Wounded Warriors (WW) represented as a DV subset of 3,138 (12% of all new hires). The DON overall new hire numbers experienced a significant increase (52%) from FY17 (17,110 to 26,020). Additionally, the number veterans and DV/WWs newly hired by the DON increased from 2,656 in FY17 to 3,665 in FY18, a 38% increase.

FY 2019

Disabled Veterans Affirmative Action Program (DVAAP) Accomplishment Report

Section 07: Promote and Develop- Provide the methods used to offer or improve internal advancement opportunities for disabled veterans. Demonstrate agency-provided opportunities for career development, promotion, and reasonable accommodations.

Overall within the DON, disabled veterans (including WWs and those who are 30 percent or more disabled) receive the same promotion and developmental opportunities as all DON employees, which includes individual career development. The DON remains reliant upon its Major Commands to pursue localized efforts that meet the particular needs of their workforces, as illustrated below.

For example, NAVAIR continues to leverage its two formal leadership development programs - the Journey Leadership Developmental Program (JLDP), open to all mid-level employees, and the NAVAIR Leadership Development Program (NLDP), a master's level leadership program open to GS-13/14/15 and equivalents. Of the current 151 JLDP participants, 19% are veterans and 9% are disabled veterans. Of the current 195 NLDP participants, 27% are veterans and 6% are disabled veterans. Recently, the NAVAIR Mentor Program established iMentor, a web-based tool that facilitates mentor/mentee relationships. iMentor allows employees to register as a mentor/mentee, post résumés, determine mentor criteria, and search for a potential mentor. As of 30 September 2019, the NAVAIR Mentor Program and the iMentor had 7,404 registrants in the program which included 512 (6.9%) disabled veterans, 515 (7%) persons with disabilities, and 151 (2%) persons with targeted disabilities.

The Naval Intelligence Activity (NIA) is likewise committed to building the skills and competencies of its workforce as necessary to support its mission in the most productive and efficient manner. Currently, NIA oversees Navigation, a leader development program designed to provide leadership and development opportunities for the workforce population GG-13 through GG-15.

NAVSEA continues its Mentor, Assist, Train to Excel, and Support (MATES) Program to improve the integration of Wounded Warriors/Veterans into the NAVSEA workforce and their retention. Each Wounded Warrior/Veteran who elects to be mentored is assigned a mentor who provides on boarding assistance and orientation, offers career-path advice, and serves as a resource for issues/concerns the Wounded Warrior/Veteran may experience. The MATES Program produces a quarterly newsletter and hosts bi-monthly luncheons with educational/informational presentations on a variety of topic areas.

Additionally, Commands encourage the use of Management Identification of Candidates (an alternative form of competition that does not require the posting of a formal USAJOBS job opportunity announcement) as a means to support internal advancement opportunities for both veterans and non-veterans within their workforces.

FY 2019

Disabled Veterans Affirmative Action Program (DVAAP) Accomplishment Report

Section 09: Agency Oversight- Provide a description of how the activities of major operating components and field installations were monitored, reviewed, and evaluated.

In the DON, Major Commands monitor subordinate domain activities through meetings, assessments, reports, and data calls. Programs are monitored via data calls which include information on the recruitment efforts targeting the hiring of veterans/individuals with disabilities.

The DON uses Weekly Activity Reports (WARs) as the primary means to monitor, review, and evaluate activities of its Major Commands, including veteran and disability hiring data. Senior leadership, up to the Secretary of the Navy, is kept abreast of key activities within the DON through the use of WARs. Commanders are briefed annually and are reminded of their responsibility to support the hiring of individuals with disabilities and individuals with targeted disabilities, including 30% or more disabled veterans. Staffing personnel (both specialists and assistants) continually educate hiring managers on veterans' preference as well as the special hiring authorities for veterans.

Each Command must annually submit their Equal Employment Opportunity Commission Management Directive (MD) 715 report, which includes Part J (Special Program Plan for the Recruitment, Hiring, Advancement, and Retention of Individuals with Disabilities) and specifically addresses individuals with targeted disabilities.

Commands also submit a summary outlining progress towards achieving the goals established in the Program Plan from the previous year, which provides accountability and oversight of accomplishing documented planned activities at the DON level. Commands further use the Enterprise Data Warehouse (EDW) tracking system to monitor, review, and evaluate employee demographic data statistically. Through the EDW, veteran-specific employment data is available for review.

FY 2019

Disabled Veterans Affirmative Action Program (DVAAP) Accomplishment Report

Section 13: Points of Contact - Provide Name, Email Address, and Phone Number of Operating Components and Field Installations (If Applicable).

In FY19, by improving communication and training opportunities for hiring managers, supervisors, and human resources professionals related to hiring, retaining, advancing, and including individuals with disabilities and disabled veterans, the DON and its Major Commands successfully implemented its affirmative action plan, including the continued dissemination of a monthly People with Disabilities Hiring Report, which shows disabled veteran hires by appointment authority. With the issuance of Equal Employment Opportunity Commission's amendment to Section 501 of the Rehabilitation Act of 1973 (29 C.F.R. § 1614.203), the DON now incorporates data on disabled veteran hires into its overall workforce disability data. Unlike the Schedule A(u) hiring authority, individuals recruited via the 30% or more DV or VRA authorities are not required to fill out the Standard Form 256 (SF-256); therefore, the DON struggles to account for these hires through self-identification of a disability alone. The DON regularly sends out notifications encouraging employees to update their disability status in MyBiz+, a Defense Civilian Personnel Data System (DCPDS) application which allows employees to manage their personnel data electronically, or through submitting a completed SF-256 to their servicing Human Resources Office for processing. In fact, the DON completed a major self-identification initiative from April – September 2019, resulting in notable increases of employees identifying as an IWD or IWTD. The DON remains committed to creating a culture in which all individuals, including disabled veterans, feel comfortable with self-identifying as having a disability. Finally, data on the number of disabled veterans being hired may not be entirely accurate, as there are hiring authorities available for which veterans qualify, where the veterans' preference is not applicable (e.g., VEOA, Transfer, Reinstatement,

Schedule A(u) for persons with severe physical, psychiatric, or intellectual disability). As such, it is not necessary to code veterans' preference information into DCPDS, which is the primary source for obtaining veterans' data. Furthermore, veterans who receive a disability rating after they are hired into federal service do not necessarily need to update their veterans' preference information, unless there is a reduction-in-force occurring and such data must be verified, so there are potentially missed opportunities to capture this information.

Pamela Huyck, pamela.hyyck@navy.mil, (757) 322-8010